



Office Furniture Ordering Guide 2015

Introduction.....	3
Executive Summary.....	3
Background	3
Executive Order	3
Strategic Sourcing.....	3
Demand Management.....	4
Furniture	4
Benefits	4
Technical Requirements – Performance Standards, Warranty and Sustainability	5
Applicable Use.....	24
Standard Configurations	24
Clarification/Definitions	74
Fabric Selection Guidance	74
Premium Options	74
Executive Furniture	74
Chassis Construction	75
Drawer Construction	75
Required Design Categories	75
Executive Office Clarification.....	75
Other Standard Performance Criteria.....	76
Workstations and Benching Style Furniture Products.....	76
Underwriters Laboratories (UL)	76
Warranty	76
Sample Procurement Documents	77
Request for Quote.....	77
Building Particulars Document	84
Past Performance Evaluation Sheet.....	85
Pricing Template	88

Office Furniture Ordering Guide

Introduction

This guide was developed as a result of an executive order, which led to the establishment of a multi-agency cross functional furniture commodity team of subject matter experts, interior designers, strategic sourcing experts, and contracting officers that have applied best practices to strategically sourcing furniture. Strategic sourcing will allow the government to achieve savings by leveraging a demand management strategy. This guide will demonstrate how the demand management strategy supports these savings.

Executive Summary

This guide assists government agencies in strategically purchasing office furniture by providing insight to cost drivers of various product options. More specifically, this prescriptive and instructional document will aid buyers through the office furniture acquisition process. In addition, standardized procurement documents are included to assist the government buyer, further reduce administrative cost and streamline the Request For Quote (RFQ) process. This guide also includes a *Standard Configuration* section, which contains average furniture pricing data that will give government buyers higher visibility into key furniture cost drivers by allowing comparison of base configurations versus premium options and upgrades.

The Office Furniture Ordering Guide is a living document which will be updated annually as product features evolve and new options are added.

Background

Executive Order

On December 5, 2012, The Office of Management and Budget (OMB) under The Executive Office of the President released a memorandum laying the foundation for the use of strategic sourcing across the government. This executive order, OMB Order M-13-02, strongly encourages and puts additional responsibilities on all agencies to join together in negotiating the best deal for all purchases, to best utilize taxpayers' dollars. The order aims for government acquisitions to reduce the variability of prices paid for similar goods and services where the development of new government wide vehicles may not be immediately feasible.

Strategic Sourcing

Strategic sourcing is the structured and collaborative process of critically analyzing external industry practices, as well as internal organizational spending patterns to better leverage purchasing power, reduce costs, and improve overall performance. Strategic sourcing is founded on three saving levers: smart contracting, performance management, and demand management.

Demand Management

Demand management focuses on optimizing internal practices, processes, and policies in order to reduce the overall usage of goods and services by reducing waste and disposing of excess capacity. By doing so we improve the total cost of ownership (TCO). Demand management facilitates the development of clear and concise requirements and reduces procurement lead times. A sound demand management strategy can achieve savings through better understanding the cost tradeoff of a product based on various options or features available and the rationalization of customer specifications or requirements. In this regard, demand management helps discern between “needs” and “wants”, matching requirements or furniture plans to market capabilities. For example, buying a particular color table may increase costs and lead time, so weighting and pricing out different options is very important. Also, to meet the requirements of the project, it is important the buyer consider any essential premium options and configurations that meet the conditions, even though they increase cost. To maximize TCO, a furniture commodity team has crafted this guide to highlight furniture sustainability, identify usage performance criteria, provide warranty and pricing information, as well as offer competitive product options.

Furniture

Across the government, office furniture spend annually is estimated at \$850 million. This spend includes furniture such as case goods, task chairs, file cabinets, tables and desks. Aside from these separate furniture pieces, “office systems” such as integrated cubicles, desks and cabinets also fall into this category. Depending on the type of product, purchasing and replacement procedures vary. For example, one simple replacement could include a new chair for one individual or it could include furniture for a build-out for one hundred people within an existing space.

Office furniture is a large commodity with thousands of vendors that provide numerous product selections. These vendors offer products that include a variety of attributes, so requirements can often become unclear or inconsistent, resulting in non-competitive solicitations. In order to avoid these pitfalls, GSA conducted market research using GSA’s Multiple Award Schedule (MAS) 71 – Office Furniture, from which standards were developed for the most commonly ordered furniture types. These standards can be found further in this document for the most commonly ordered furniture types and are documented as standard configurations.

Benefits

Users will benefit from the reduction of procurement lead times and the ability to capture savings on administrative costs and installation fees by standardizing on the critical technical product requirements as well as the approach to requesting quotes from vendors. Projected annual savings across the government associated with setting standard configurations for office furniture are estimated at \$29M-\$55M.

Sample Request for Quote (RFQ), Pricing Matrix, Building Particulars, and Past Performance documents are contained at the end of this document to assist in developing consistent requirements and cost expectations.

Technical Requirements – Performance Standards, Warranty and Sustainability

The chart below contains pertinent product information to assist the government buyer in the purchase of quality and sustainable office furniture. The specific information should be included in technical requirements of a Request for Quotes (RFQ) or Request for Proposal (RFP).

The Product Description column identifies specific furniture items by the same name as contained in the standard configurations. The Performance Standards column identifies product specific performance criteria (Industry product test standards). Product conformance to these standards represents quality and safe products. The sustainability column identifies sustainable standards that the government buyer should include in the technical requirements of the RFQ or RFP to assist the agency in meeting their sustainability goals.

NOTE: It is NOT necessary to request or include the performance standards in the technical requirements if purchasing through the GSA Multiple Award Schedule 71 – Furniture. All office furniture products that require testing under Schedule 71 – Furniture, have already been reviewed by and accepted by GSA for conformance to the test standards. However, the government buyer has the right to request actual copies of test reports and/or certifications from the contractor as part of the technical requirements.

Office/Task Seating

Product Description	Performance Standards	Warranty	Sustainability
Executive Ergonomic Task Seating	*ANSI BIFMA 5.1 Office Seating BIFMA G1 Ergonomics Guideline for Furniture CA TB 117 2013 ISO 14001 - Environmental Management System registered facility ISO 9001 Quality Management registered facility	Ergonomic office seating is usually warranted for 5 -12 years includes 24/7 multiple shift use by persons up to 325 lbs and includes the frame, mechanisms (pneumatic cylinders, tilts, etc.) seating foam, seat and back mesh and seating glides and casters. (Some manufacturers only warrant operational parts for 5 years). Fabrics rated heavy duty under the Association of Contract Textile Guidelines (including leather) are usually 3-5 years, limited warranty and light fastness for fabrics are usually 2-3 years under the Association of Contract Textile Guidelines. In some cases, the warranty is inclusive of all parts and labor up to 12 years which covers everything-including components, and all moving mechanisms – 3 shifts.	Products must be certified to one of the following programs: - BIFMA level® (level 1, 2 or 3), including one or more points under section 7.6. OR; - Greenguard. OR; - SCS Indoor Advantage or Indoor Advantage Gold

Product Description	Performance Standards	Warranty	Sustainability
Executive Traditional Office Seating	*ANSI BIFMA 5.1 Office Seating BIFMA G1 Ergonomics Guideline for Furniture CA TB 117 2013 ISO 14001 - Environmental Management System registered facility ISO 9001 Quality Management registered facility	EO Traditional office seating is usually warranted for 5 -12 years includes 24/7 multiple shift use by persons up to 325 lbs and includes the frame, mechanisms (pneumatic cylinders, tilts, etc.) seating foam, seat and back mesh and seating glides and casters. (some manufacturers only warrant operational parts for 5 years). Fabrics rated heavy duty under the Association of Contract Textile Guidelines (including leather) are usually 3-5 years, limited warranty and light fastness for fabrics are usually 2-3 years under the Association of Contract Textile Guidelines. In some cases, the warranty is inclusive of all parts and labor up to 12 years which covers everything-including components, and all moving mechanisms – 3 shifts.	Products must be certified to one of the following programs: - BIFMA level® (level 1, 2 or 3), including one or more points under section 7.6. OR; - Greenguard. OR; - SCS Indoor Advantage or Indoor Advantage Gold
Executive Ergonomic Task Seating	*ANSI BIFMA 5.1 Office Seating BIFMA G1 Ergonomics Guideline for Furniture CA TB 117 2013 ISO 14001 - Environmental Management System ISO 9001 Quality Management	EO Task seating is usually warranted for 5 -12 years includes 24/7 multiple shift use by persons up to 325 lbs and includes the frame, mechanisms (pneumatic cylinders, tilts, etc.) seating foam, seat and back mesh and seating glides and casters. (some manufacturers only warrant operational parts for 5 years). Fabrics rated heavy duty under the Association of Contract Textile Guidelines (including leather) are usually 3-5 years, limited warranty and light fastness for fabrics are usually 2-3 years under the Association of Contract Textile Guidelines. In some cases, the warranty is inclusive of all parts and labor up to 12 years which covers everything-including components, and all moving mechanisms – 3 shifts.	Products must be certified to one of the following programs: - BIFMA level® (level 1, 2 or 3), including one or more points under section 7.6. OR; - Greenguard. OR; - SCS Indoor Advantage or Indoor Advantage Gold

Product Description	Performance Standards	Warranty	Sustainability
Executive Conference Seating	<p>*ANSI BIFMA 5.1 Office Seating BIFMA G1 Ergonomics Guideline for Furniture CA TB 117 2013 ISO 14001 - Environmental Management System registered facility ISO 9001 Quality Management registered facility</p>	<p>EO Conference seating is usually warranted for 5 -12 years includes 24/7 multiple shift use by persons up to 325 lbs and includes the frame, mechanisms (pneumatic cylinders, tilts, etc.) seating foam, seat and back mesh and seating glides and casters. (some manufacturers only warrant operational parts for 5 years). Fabrics rated heavy duty under the Association of Contract Textile Guidelines (including leather) are usually 3-5 years, limited warranty and light fastness for fabrics are usually 2-3 years under the Association of Contract Textile Guidelines. In some cases, the warranty is inclusive of all parts and labor up to 12 years which covers everything-including electrical components, and all moving mechanisms – 3 shifts.</p>	<p>Products must be certified to one of the following programs: - BIFMA level® (level 1, 2 or 3), including one or more points under section 7.6. OR; - Greenguard. OR; - SCS Indoor Advantage or Indoor Advantage Gold</p>
Executive Side/Guest Seating	<p>*ANSI BIFMA 5.1 Office Seating BIFMA G1 Ergonomics Guideline for Furniture CA TB 117 2013 ISO 14001 - Environmental Management System registered facility ISO 9001 Quality Management registered facility</p>	<p>EO Guest seating is usually warranted for 5 -12 years includes 24/7 multiple shift use by persons up to 325 lbs and includes the frame, mechanisms (pneumatic cylinders, tilts, etc.) seating foam, seat and back mesh and seating glides and casters. (some manufacturers only warrant operational parts for 5 years). Fabrics rated heavy duty under the Association of Contract Textile Guidelines (including leather) are usually 3-5 years, limited warranty and light fastness for fabrics are usually 2-3 years under the Association of Contract Textile Guidelines. In some cases, the warranty is inclusive of all parts and labor up to 12 years which covers everything-including components, and all moving mechanisms – 3 shifts.</p>	<p>Products must be certified to one of the following programs: - BIFMA level® (level 1, 2 or 3), including one or more points under section 7.6. OR; - Greenguard. OR; - SCS Indoor Advantage or Indoor Advantage Gold</p>

Product Description	Performance Standards	Warranty	Sustainability
Non-Executive Ergonomic Task Seating	<p>*ANSI BIFMA 5.1 Office Seating BIFMA G1 Ergonomics Guideline for Furniture CA TB 117 2013 ISO 14001 - Environmental Management System registered facility ISO 9001 Quality Management registered facility</p>	<p>Task seating is usually warranted for 5 -12 years includes 24/7 multiple shift use by persons up to 325 lbs and includes the frame, mechanisms (pneumatic cylinders, tilts, etc.) seating foam, seat and back mesh and seating glides and casters (some manufacturers only warrant operational parts for 5 years). Fabrics rated heavy duty under the Association of Contract Textile Guidelines (including leather) are usually 3-5 years, limited warranty and light fastness for fabrics are usually 2-3 years under the Association of Contract Textile Guidelines. In some cases, the warranty is inclusive of all parts and labor up to 12 years which covers everything-including components, and all moving mechanisms – 3 shifts.</p>	<p>Products must be certified to one of the following programs: - BIFMA level® (level 1, 2 or 3), including one or more points under section 7.6. OR; - Greenguard. OR; - SCS Indoor Advantage or Indoor Advantage Gold</p>
Non-Executive Conference Seating	<p>*ANSI BIFMA 5.1 Office Seating BIFMA G1 Ergonomics Guideline for Furniture CA TB 117 2013 ISO 14001 - Environmental Management System registered facility ISO 9001 Quality Management registered facility</p>	<p>Conference seating is usually warranted for 5 -12 years includes 24/7 multiple shift use by persons up to 325 lbs and includes the frame, mechanisms (pneumatic cylinders, tilts, etc.) seating foam, seat and back mesh and seating glides and casters (some manufacturers only warrant operational parts for 5 years). Fabrics rated heavy duty under the Association of Contract Textile Guidelines (including leather) are usually 3-5 years, limited warranty and light fastness for fabrics are usually 2-3 years under the Association of Contract Textile Guidelines. In some cases, the warranty is inclusive of all parts and labor up to 12 years which covers everything-including components, and all moving mechanisms – 3 shifts.</p>	<p>Products must be certified to one of the following programs: - BIFMA level® (level 1, 2 or 3), including one or more points under section 7.6. OR; - Greenguard. OR; - SCS Indoor Advantage or Indoor Advantage Gold</p>

Product Description	Performance Standards	Warranty	Sustainability
Non- Executive Guest Seating	<p>*ANSI BIFMA 5.1 Office Seating BIFMA G1 Ergonomics Guideline for Furniture CA TB 117 2013 IISO 14001 - Environmental Management System registered facility ISO 9001 Quality Management registered facility</p>	<p>Guest seating is usually warranted for 5 -12 years includes 24/7 multiple shift use by persons up to 325 lbs and includes the frame, mechanisms (pneumatic cylinders, tilts, etc.) seating foam, seat and back mesh and seating glides and casters. (some manufacturers only warrant operational parts for 5 years). Fabrics rated heavy duty under the Association of Contract Textile Guidelines (including leather) are usually 3-5 years, limited warranty and light fastness for fabrics are usually 2-3 years under the Association of Contract Textile Guidelines. In some cases, the warranty is inclusive of all parts and labor up to 12 years which covers everything-including components, and all moving mechanisms – 3 shifts.</p>	<p>Products must be certified to one of the following programs: - BIFMA level® (level 1, 2 or 3), including one or more points under section 7.6. OR; - Greenguard. OR; - SCS Indoor Advantage or Indoor Advantage Gold</p>
Stackable and or Nesting for Multipurpose	<p>*ANSI BIFMA 5.1 Office Seating BIFMA G1 Ergonomics Guideline for Furniture CA TB 117 2013 ISO 14001 - Environmental Management System registered facility ISO 9001 Quality Management registered facility</p>	<p>Stackable or nesting multipurpose chairs are usually warranted for 5 -12 years includes 24/7 multiple shift use by persons up to 325 lbs and includes the frame, mechanisms (pneumatic cylinders, tilts, etc.) seating foam, seat and back mesh and seating glides and casters. (some manufacturers only warrant operational parts for 5 years). Fabrics rated heavy duty under the Association of Contract Textile Guidelines (including leather) are usually 3-5 years, limited warranty and light fastness for fabrics are usually 2-3 years under the Association of Contract Textile Guidelines. In some cases, the warranty is inclusive of all parts and labor up to 12 years which covers everything-including components, and all moving mechanisms – 3 shifts.</p>	<p>Products must be certified to one of the following programs: - BIFMA level® (level 1, 2 or 3), including one or more points under section 7.6. OR; - Greenguard. OR; - SCS Indoor Advantage or Indoor Advantage Gold</p>

Filing

Product Description	Performance Standards	Warranty	Sustainability
Lateral Filing	ANSI BIFMA 5.9 Storage ISO 14001 - Environmental Management System registered facility ISO 9001 Quality Management registered facility	Lateral Filing is usually warranted for 5-12 years and includes 24/7 multiple shifts and is all inclusive, including labor. In some cases, the warranty is lifetime inclusive of all parts and labor including components, and all moving mechanisms – 3 shifts. In other cases the warranty is limited to 5 years for moving parts.	Products must be certified to one of the following programs: - BIFMA level® (level 1, 2 or 3), including one or more points under section 7.6. OR; - Greenguard. OR; - SCS Indoor Advantage or Indoor Advantage Gold
Executive Bookcases	ANSI BIFMA 5.9 Storage ISO 14001 - Environmental Management System registered facility ISO 9001 Quality Management registered facility	Bookcases are usually warranted for 5-12 years and includes 24/7 multiple shifts and is usually all inclusive including labor. In other cases the warranty is limited to 5 years for moving parts. In other cases the warranty is limited to 5 years for moving parts.	Products must be certified to one of the following programs: - BIFMA level® (level 1, 2 or 3), including one or more points under section 7.6. OR; - Greenguard. OR; - SCS Indoor Advantage or Indoor Advantage Gold

Tables

Product Description	Performance Standards	Warranty	Sustainability
Standard Meeting/Training Tables	ANSI/BIFMA X5.5 Desk Products ANSI/BIFMA X5.9 Storage ANSI/HPVA HP-I American National Standard for Hardwood and Decorative Plywood ANSI/NEMA LD-3 High Pressure Decorative Laminate ISO 14001 - Environmental Management System registered facility ISO 9001 Quality Management registered facility	Standard meeting/training tables are usually warranted for 5-12 years includes 24/7 multiple shifts. In some cases, the warranty is lifetime inclusive of all parts and labor including components, and all moving mechanisms – 3 shifts. In other cases the warranty is limited to 5 years for moving parts.	Products must be certified to one of the following programs: - BIFMA level® (level 1, 2 or 3), including one or more points under section 7.6. OR; - Greenguard. OR; - SCS Indoor Advantage or Indoor Advantage Gold
Multipurpose	ANSI/BIFMA X5.5 Desk Products ANSI/BIFMA X5.9 Storage ANSI/HPVA HP-I ANSI/HPVA HP-I American National Standard for Hardwood and Decorative Plywood ANSI/NEMA LD-3 High Pressure Decorative Laminate ISO 14001 - Environmental Management System registered facility ISO 9001 Quality Management registered facility	Multipurpose tables are usually warranted for 5 -12 years includes 24/7 multiple shifts. In some cases, the warranty is lifetime inclusive of all parts and labor including components, and all moving mechanisms – 3 shifts. In other cases the warranty is limited to 5 years for moving parts.	Products must be certified to one of the following programs: - BIFMA level® (level 1, 2 or 3), including one or more points under section 7.6. OR; - Greenguard. OR; - SCS Indoor Advantage or Indoor Advantage Gold

Product Description	Performance Standards	Warranty	Sustainability
Executive Conference Tables	ANSI/BIFMA X5.5 Desk Products ANSI/HPVA HP-I American National Standard for Hardwood and Decorative Plywood ISO 14001 - Environmental Management System registered facility ISO 9001 Quality Management registered facility	EO Conference tables are usually warranted for 5 -12 years includes 24/7 multiple shifts. In some cases, the warranty is lifetime inclusive of all parts and labor including components, and all moving mechanisms – 3 shifts. In other cases the warranty is limited to 5 years for moving parts.	Products must be certified to one of the following programs: - BIFMA level® (level 1, 2 or 3), including one or more points under section 7.6. OR; - Greenguard. OR; - SCS Indoor Advantage or Indoor Advantage Gold
Executive Round Tables	ANSI/BIFMA X5.5 Desk Products ANSI/HPVA HP-I American National Standard for Hardwood and Decorative Plywood ISO 14001 - Environmental Management System registered facility ISO 9001 Quality Management registered facility	EO Round tables are usually warranted for 5 -12 years includes 24/7 multiple shifts. In some cases, the warranty is lifetime inclusive of all parts and labor including components, and all moving mechanisms – 3 shifts. In other cases the warranty is limited to 5 years for moving parts.	Products must be certified to one of the following programs: - BIFMA level® (level 1, 2 or 3), including one or more points under section 7.6. OR; - Greenguard. OR; - SCS Indoor Advantage or Indoor Advantage Gold
Executive Occasional Tables (Coffee)	ANSI/BIFMA X5.5 Desk Products ANSI/HPVA HP-I American National Standard for Hardwood and Decorative Plywood ISO 14001 - Environmental Management System registered facility ISO 9001 Quality Management registered facility	EO Occasional tables (Coffee) are usually warranted for 5 -12 years includes 24/7 multiple shifts. In some cases, the warranty is lifetime inclusive of all parts and labor including components, and all moving mechanisms – 3 shifts. In other cases the warranty is limited to 5 years for moving parts.	Products must be certified to one of the following programs: - BIFMA level® (level 1, 2 or 3). OR; - Greenguard. OR; - SCS Indoor Advantage or Indoor Advantage Gold

Product Description	Performance Standards	Warranty	Sustainability
Executive Occasional Tables (End)	ANSI/BIFMA X5.5 Desk Products ANSI/HPVA HP-I American National Standard for Hardwood and Decorative Plywood ISO 14001 - Environmental Management System registered facility ISO 9001 Quality Management registered facility	EO Round tables (End Tables) are usually warranted for 5 -12 years includes 24/7 multiple shifts. In some cases, the warranty is lifetime inclusive of all parts and labor including components, and all moving mechanisms – 3 shifts. In other cases the warranty is limited to 5 years for moving parts.	Products must be certified to one of the following programs: - BIFMA level® (level 1, 2 or 3), including one or more points under section 7.6. OR; - Greenguard. OR; - SCS Indoor Advantage or Indoor Advantage Gold
Executive Lectern	ANSI/BIFMA X5.9 Storage ANSI/BIFMA X5.5 Desk Products ANSI/HPVA HP-I American National Standard for Hardwood and Decorative Plywood ANSI/NEMA LD-3 High Pressure Decorative Laminate ISO 14001 - Environmental Management System registered facility ISO 9001 Quality Management registered facility	Lecterns are usually warranted for 5 -12 years includes 24/7 multiple shifts. In some cases, the warranty is lifetime inclusive of all parts and labor including components, and all moving mechanisms – 3 shifts. In other cases the warranty is limited to 5 years for moving parts.	Products must be certified to one of the following programs: - BIFMA level® (level 1, 2 or 3), including one or more points under section 7.6. OR; - Greenguard. OR; - SCS Indoor Advantage or Indoor Advantage Gold

Executive Office

Product Description	Performance Standards	Warranty	Sustainability
Executive Desk	ANSI/BIFMA X5.5 Desk Products ANSI/BIFMA X5.9 Storage ANSI/HPVA HP-I American National Standard for Hardwood and Decorative Plywood ANSI/NEMA LD-3 High Pressure Decorative Laminate ISO 14001 - Environmental Management System registered facility ISO 9001 Quality Management registered facility	All wood or wood framed products are usually warranted for 5 -12 years includes 24/7 multiple shifts. In some cases, the warranty is lifetime inclusive of all parts and labor including components, and all moving mechanisms – 3 shifts. In other cases the warranty is limited to 5 years for moving parts.	Products must be certified to one of the following programs: - BIFMA level® (level 1, 2 or 3), including one or more points under section 7.6. OR; - Greenguard. OR; - SCS Indoor Advantage or Indoor Advantage Gold
Executive Credenza (With or Without Knee Space)	ANSI/BIFMA X5.5 Desk Products ANSI/BIFMA X5.9 Storage ANSI/HPVA HP-I American National Standard for Hardwood and Decorative Plywood ANSI/NEMA LD-3 High Pressure Decorative Laminate ISO 14001 - Environmental Management System registered facility ISO 9001 Quality Management registered facility	All wood or wood framed products are usually warranted for 5 -12 years includes 24/7 multiple shifts. In some cases, the warranty is lifetime inclusive of all parts and labor including components, and all moving mechanisms – 3 shifts. In other cases the warranty is limited to 5 years for moving parts.	Products must be certified to one of the following programs: - BIFMA level® (level 1, 2 or 3), including one or more points under section 7.6. OR; - Greenguard. OR; - SCS Indoor Advantage or Indoor Advantage Gold

Product Description	Performance Standards	Warranty	Sustainability
Executive L shape	ANSI/BIFMA X5.5 Desk Products ANSI/BIFMA X5.9 Storage ANSI/HPVA HP-I American National Standard for Hardwood and Decorative Plywood ANSI/NEMA LD-3 High Pressure Decorative Laminate ISO 14001 - Environmental Management System registered facility ISO 9001 Quality Management registered facility	All wood or wood framed products are usually warranted for 5 -12 years includes 24/7 multiple shifts. In some cases, the warranty is lifetime inclusive of all parts and labor including components, and all moving mechanisms – 3 shifts. In other cases the warranty is limited to 5 years for moving parts.	Products must be certified to one of the following programs: - BIFMA level® (level 1, 2 or 3), including one or more points under section 7.6. OR; - Greenguard. OR; - SCS Indoor Advantage or Indoor Advantage Gold
Executive U shape	ANSI/BIFMA X5.5 Desk Products ANSI/BIFMA X5.9 Storage ANSI/HPVA HP-I American National Standard for Hardwood and Decorative Plywood ANSI/NEMA LD-3 High Pressure Decorative Laminate ISO 14001 - Environmental Management System registered facility ISO 9001 Quality Management registered facility	All wood or wood framed products are usually warranted for 5 -12 years includes 24/7 multiple shifts. In some cases, the warranty is lifetime inclusive of all parts and labor including components, and all moving mechanisms – 3 shifts. In other cases the warranty is limited to 5 years for moving parts.	Products must be certified to one of the following programs: - BIFMA level® (level 1, 2 or 3), including one or more points under section 7.6. OR; - Greenguard. OR; - SCS Indoor Advantage or Indoor Advantage Gold

Product Description	Performance Standards	Warranty	Sustainability
Executive Reception U	ANSI/BIFMA X5.5 Desk Products ANSI/BIFMA X5.9 Storage ANSI/HPVA HP-I ANSI/HPVA HP-I American National Standard for Hardwood and Decorative Plywood ANSI/NEMA LD-3 High Pressure Decorative Laminate ISO 14001 - Environmental Management System registered facility ISO 9001 Quality Management registered facility	All wood or wood framed products are usually warranted for 5 -12 years includes 24/7 multiple shifts. In some cases, the warranty is lifetime inclusive of all parts and labor including components, and all moving mechanisms – 3 shifts. In other cases the warranty is limited to 5 years for moving parts.	Products must be certified to one of the following programs: - BIFMA level® (level 1, 2 or 3), including one or more points under section 7.6. OR; - Greenguard. OR; - SCS Indoor Advantage or Indoor Advantage Gold
Executive Reception L	ANSI/BIFMA X5.5 Desk Products ANSI/BIFMA X5.9 Storage ANSI/HPVA HP-I American National Standard for Hardwood and Decorative Plywood ANSI/NEMA LD-3 High Pressure Decorative Laminate ISO 14001 - Environmental Management System registered facility ISO 9001 Quality Management registered facility	All wood or wood framed products are usually warranted for 5 -12 years includes 24/7 multiple shifts. In some cases, the warranty is lifetime inclusive of all parts and labor including components, and all moving mechanisms – 3 shifts. In other cases the warranty is limited to 5 years for moving parts.	Products must be certified to one of the following programs: - BIFMA level® (level 1, 2 or 3), including one or more points under section 7.6. OR; - Greenguard. OR; - SCS Indoor Advantage or Indoor Advantage Gold

Product Description	Performance Standards	Warranty	Sustainability
Executive Surface Mount Cabinets	ANSI/BIFMA X5.5 Desk Products ANSI/BIFMA X5.9 Storage ANSI/HPVA HP-I American National Standard for Hardwood and Decorative Plywood ANSI/NEMA LD-3 High Pressure Decorative Laminate ISO 14001 - Environmental Management System registered facility ISO 9001 Quality Management registered facility	All wood or wood framed products are usually warranted for 5 -12 years includes 24/7 multiple shifts. In some cases, the warranty is lifetime inclusive of all parts and labor including components, and all moving mechanisms – 3 shifts. In other cases the warranty is limited to 5 years for moving parts.	Products must be certified to one of the following programs: - BIFMA level® (level 1, 2 or 3), including one or more points under section 7.6. OR; - Greenguard. OR; - SCS Indoor Advantage or Indoor Advantage Gold

Executive Office Storage

Product Description	Performance Standards	Warranty	Sustainability
Executive Wardrobe	ANSI/BIFMA X5.5 Desk Products ANSI/BIFMA X5.9 Storage ANSI/HPVA HP-I American National Standard for Hardwood and Decorative Plywood ANSI/NEMA LD-3 High Pressure Decorative Laminate ISO 14001 - Environmental Management System registered facility ISO 9001 Quality Management registered facility	Wardrobe products are usually warranted for 5 -12 years includes 24/7 multiple shifts. In some cases, the warranty is lifetime inclusive of all parts and labor including components, and all moving mechanisms – 3 shifts. In other cases the warranty is limited to 5 years for moving parts.	Products must be certified to one of the following programs: - BIFMA level® (level 1, 2 or 3), including one or more points under section 7.6. OR; - Greenguard. OR; - SCS Indoor Advantage or Indoor Advantage Gold
Executive Lateral	ANSI BIFMA 5.9 Storage ISO 14001 - Environmental Management System registered facility ISO 9001 Quality Management registered facility	Lateral Filing is usually warranted for 5 -12 years includes 24/7 multiple shifts. In some cases, the warranty is lifetime inclusive of all parts and labor including components, and all moving mechanisms – 3 shifts. In other cases the warranty is limited to 5 years for moving parts.	Products must be certified to one of the following programs: - BIFMA level® (level 1, 2 or 3), including one or more points under section 7.6. OR; - Greenguard. OR; - SCS Indoor Advantage or Indoor Advantage Gold

Product Description	Performance Standards	Warranty	Sustainability
Executive Bookcases	ANSI BIFMA 5.9 Storage ISO 14001 - Environmental Management System registered facility ISO 9001 Quality Management registered facility	Bookcases are usually warranted for 5-12 years includes 24/7 multiple shifts. In some cases, the warranty is lifetime inclusive of all parts and labor including components, and all moving mechanisms – 3 shifts. In other cases the warranty is limited to 5 years for moving parts.	Products must be certified to one of the following programs: - BIFMA level® (level 1, 2 or 3), including one or more points under section 7.6. OR; - Greenguard. OR; - SCS Indoor Advantage or Indoor Advantage Gold
Executive Surface Mount Cabinets	ANSI/BIFMA X5.9 Storage ANSI/HPVA HP-I American National Standard for Hardwood and Decorative Plywood ISO 14001 - Environmental Management System registered facility ISO 9001 Quality Management registered facility	Surface mount products are usually warranted for 5 -12 years includes 24/7 multiple shifts. In some cases, the warranty is lifetime inclusive of all parts and labor including components, and all moving mechanisms – 3 shifts. In other cases the warranty is limited to 5 years for moving parts.	Products must be certified to one of the following programs: - BIFMA level® (level 1, 2 or 3), including one or more points under section 7.6. OR; - Greenguard. OR; - SCS Indoor Advantage or Indoor Advantage Gold
Executive Wall Mounted Overhead Storage	ANSI/BIFMA X5.9 Storage ANSI/HPVA HP-I American National Standard for Hardwood and Decorative Plywood ANSI/NEMA LD-3 High Pressure Decorative Laminate ISO 14001 - Environmental Management System registered facility ISO 9001 Quality Management registered facility	Overhead storage products are usually warranted for 5 -12 years includes 24/7 multiple shifts. In some cases, the warranty is lifetime inclusive of all parts and labor including components, and all moving mechanisms – 3 shifts. In other cases the warranty is limited to 5 years for moving parts.	Products must be certified to one of the following programs: - BIFMA level® (level 1, 2 or 3), including one or more points under section 7.6. OR; - Greenguard. OR; - SCS Indoor Advantage or Indoor Advantage Gold

Product Description	Performance Standards	Warranty	Sustainability
Executive Mobile Pedestals	ANSI/BIFMA X5.5 Desk Products ANSI/BIFMA X5.9 Storage ANSI/HPVA HP-I American National Standard for Hardwood and Decorative Plywood ANSI/NEMA LD-3 High Pressure Decorative Laminate ISO 14001 - Environmental Management System registered facility ISO 9001 Quality Management registered facility	Mobile pedestals are usually warranted for 5 -12 years includes 24/7 multiple shifts. In some cases, the warranty is lifetime inclusive of all parts and labor including components, and all moving mechanisms – 3 shifts. In other cases the warranty is limited to 5 years for moving parts.	Products must be certified to one of the following programs: - BIFMA level® (level 1, 2 or 3), including one or more points under section 7.6. OR; - Greenguard. OR; - SCS Indoor Advantage or Indoor Advantage Gold
Executive CPU Stands	ANSI/BIFMA X5.5 Desk Products ANSI/BIFMA X5.9 Storage ANSI/HPVA HP-I American National Standard for Hardwood and Decorative Plywood ANSI/NEMA LD-3 High Pressure Decorative Laminate ISO 14001 - Environmental Management System registered facility ISO 9001 Quality Management registered facility	CPU Stands are usually warranted for 5 -12 years includes 24/7 multiple shifts. In some cases, the warranty is lifetime inclusive of all parts and labor including components, and all moving mechanisms – 3 shifts. In other cases the warranty is limited to 5 years for moving parts.	Products must be certified to one of the following programs: - BIFMA level® (level 1, 2 or 3), including one or more points under section 7.6. OR; - Greenguard. OR; - SCS Indoor Advantage or Indoor Advantage Gold

Executive Lounge Seating

Product Description	Performance Standards	Warranty	Sustainability
Executive Lounge Sofa	ANSI/BIFMA X5.4 Lounge and Public Seating ISO 14001 - Environmental Management System registered facility ISO 9001 Quality Management registered facility	Lounge sofas, settees and chairs are usually warranted to be free of defects in design, material and workmanship under normal care for 5 years of single shift service from the date of delivery. High wear parts such as casters, glides, fabrics and other covering materials (2) years.	Products must be certified to one of the following programs: - BIFMA level® (level 1, 2 or 3), including one or more points under section 7.6. OR; - Greenguard. OR; - SCS Indoor Advantage or Indoor Advantage Gold
Executive Lounge Settee	ANSI/BIFMA X5.4 Lounge and Public Seating ISO 14001 - Environmental Management System registered facility ISO 9001 Quality Management registered facility	Lounge sofas, settees and chairs are usually warranted to be free of defects in design, material and workmanship under normal care for 5 years of single shift service from the date of delivery. High wear parts such as casters, glides, fabrics and other covering materials (2) years.	Products must be certified to one of the following programs: - BIFMA level® (level 1, 2 or 3), including one or more points under section 7.6. OR; - Greenguard. OR; - SCS Indoor Advantage or Indoor Advantage Gold
Executive Lounge Chairs	ANSI/BIFMA X5.4 Lounge and Public Seating ISO 14001 - Environmental Management System registered facility ISO 9001 Quality Management registered facility	Lounge sofas, settees and chairs are usually warranted to be free of defects in design, material and workmanship under normal care for 5 years of single shift service from the date of delivery. High wear parts such as casters, glides, fabrics and other covering materials (2) years.	Products must be certified to one of the following programs: - BIFMA level® (level 1, 2 or 3), including one or more points under section 7.6. OR; - Greenguard. OR; - SCS Indoor Advantage or Indoor Advantage Gold

Systems/Benching

Product Description	Performance Standards	Warranty	Sustainability
Systems	<p>ASTM Standard E 84</p> <p>ISO 9001 Quality Management Systems registered facility.</p> <p>ISO 14001 Environmental Management registered facility</p> <p>CA TB 117 2013</p> <p>ASTM Standard C423 08a, "Standard Test Method for Sound Absorption and Sound Absorption Coefficients by the Reverberation Room Method."</p> <p>UL Standard 1286, as applicable or UL 183.</p> <p>ANSI/BIFMA 5.6 Panel Systems.</p> <p>ANSI/BIFMA 5.5 Desk Products.</p> <p>ANSI/BIFMA 5.9 Storage.</p>	<p>Manufacturer's warranties vary slightly from manufacturer to manufacturer, however, generally systems are warranted for lifetime including 24-hour/7-day use. Operational parts such as controls, electrical, lighting (except ballasts, power supply and bulbs, wood veneer, hand crank, split top and mechanisms, keyboard pads are warranted for 5-10 years or less, depending on the product, to a warranty inclusive of all parts and labor up to 12 years which covers everything-including electrical components, and all moving mechanisms – 3 shifts, including all labor. .</p>	<p>Products must be certified to one of the following programs:</p> <ul style="list-style-type: none"> - BIFMA level® (level 1, 2 or 3), including one or more points under section 7.6. <p>OR;</p> <ul style="list-style-type: none"> - Greenguard. <p>OR;</p> <ul style="list-style-type: none"> - SCS Indoor Advantage or Indoor Advantage Gold

Product Description	Performance Standards	Warranty	Sustainability
Benching	ASTM Standard E 84 ISO 9001 Quality Management Systems registered facility. ISO 14001 Environmental Management registered facility CA TB 117 2013 ASTM Standard C423 08a, "Standard Test Method for Sound Absorption and Sound Absorption Coefficients by the Reverberation Room Method." UL Standard 1286, as applicable or UL 183. ANSI/BIFMA 5.6 Panel Systems. ANSI/BIFMA 5.5 Desk Products. ANSI/BIFMA 5.9 Storage.	Manufacturer's warranties vary slightly from manufacturer to manufacturer, however, generally systems are warranted for lifetime including 24-hour/7-day use. Operational parts such as controls, electrical, lighting (except ballasts, power supply and bulbs, wood veneer, hand crank, split top and mechanisms, keyboard pads are warranted for 5-10 years or less, depending on the product, to a warranty inclusive of all parts and labor up to 12 years which covers everything-including electrical components, and all moving mechanisms – 3 shifts, including all labor. .	Products must be certified to one of the following programs: - BIFMA level® (level 1, 2 or 3), including one or more points under section 7.6. OR; - Greenguard. OR; - SCS Indoor Advantage or Indoor Advantage Gold

Applicable Use

Standard Configurations

In order to best manage office furniture spend and aid furniture budgeting for agencies, standard furniture configurations have been developed (specifications found later in this document). These configurations will streamline furniture options and provide end users and/or purchasers with the ability to make informed furniture selection decisions because they will be aware of the average cost premium of various options. The product standards were developed to accommodate the typical government agency customer requiring office furniture products. Each standard configuration includes average base model pricing as well as average option pricing for variations of the product. The goal of standard configurations is to drive towards standardization of products while reducing “gold-plating,” the use of premium options which are often costly and unnecessary.

Please find all standard configurations listed in the tables below. Each product standard includes a base configuration and applicable attributes/options, along with the average market price for each.

In some instances upcharge prices will be displayed as a negative price deduct in the Upcharge column. In those instances, the minus sign indicates the price should be subtracted from the average base price.

Seating: Ergonomic Executive



Average Base Price		\$398	
Attribute	Base Configuration	Options	Upcharge
Frame	Plastic/Nylon	Plastic / Nylon	\$0
		Graphite/Titanium	\$0
		Aluminum Paint / Powder	\$0
		Aluminum Polish / Chrome	\$53
		Wood	\$63
Base (5-Star)	Plastic/Nylon	Plastic / Nylon	\$0
		Graphite/Titanium	\$0
		Aluminum Paint / Powder	\$0
		Aluminum/Polish/Chrome	\$40
		Wood	\$43
Base Mobility	Carpet Casters (Hard Wheel)	Hard Surface Casters; Soft Wheel	\$4
		Glides	\$0
Back	Mid Back	Mid-Back	\$0
		High-Back	\$10
Upholstery	Entry-level Fabric	Mesh	\$0
		Fabric, Entry-level	\$0
		Fabric, Mid-level Fabric	\$65
		Fabric, High-Level	\$215
		COM Fabric	\$333

		Faux Leather	\$152
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Seating: Ergonomic Executive (Continued)

Attribute	Base Configuration	Options	Upcharge
		Entry-level Leather	\$257
		Mid-level Leather	\$295
		High-level Leather	\$408
Seat Height	Low-range Adjustable (3-5")	N/A	N/A
Seat Depth Adjuster	Flexible Sliding / Sliding Seat (2" minimum range)	N/A	N/A
Seat Pan	Waterfall Edge	N/A	N/A
Arm	Padded	Upholstered	\$18
		Non Padded/Non Upholstered/Polished	\$27
Arm Adjustability	High Performance, 2 or 4 Way	Height Adjustable	\$20
Headrest	No Headrest	No Headrest	\$0
		Fixed Headrest	\$27
		Adjustable Tilt Headrest	\$28
Ergonomics	Adjustable Lumbar	Non Adjustable Lumbar	-\$18
		Adjustable Lumbar	\$0
	Synchronized Tilt	Multi Functional Tilt	-\$12
		Synchronized Tilt	\$0
	Tension Preference Selector	Tension Preference Selector	\$0

Seating: Traditional Executive Office Seating



Average Base Price		\$622	
Attribute	Base Configuration	Options	Upcharge
Frame	Plastic/Nylon	Graphite/Titanium	\$0
		Aluminum Paint/ Powder	\$0
		Aluminum Polish	\$53
Base (5-Star)	Plastic/Nylon 5-Star	Graphite / Titanium 5-Star	\$0
		Aluminum Paint/ Powder 5-Star	\$3
		Aluminum Polish 5-Star	\$19
Base Mobility	Carpet Casters (Hard Wheel)	Glides / Rubber Tips	\$0
		Hard Surface Casters; Soft Wheel	\$4
Back	Mid-Back (<i>up to 22" above seat height</i>)	High-Back (<i>minimum 23" above seat height</i>)	\$10
Upholstery	Entry-level Fabric	Vinyl	\$8
		Mesh	\$25
		Faux Leather	\$26
		Crypton (woven) or equivalent	\$32
		Mid-level Fabric	\$42
		High-level Fabric	\$63
		COM Fabric	\$118
		Entry-level Leather	\$129
		Mid-level Leather	\$164

Seating: Traditional Executive Office Seating (Continued)

Attribute	Base Configuration	Options	Upcharge
Frame	Wood	N/A	N/A
Base (5-Star)	Wood	N/A	N/A
Base Mobility	Carpet or Hard Surface Casters	N/A	N/A
Back	High-Back	N/A	N/A
Upholstery	Leather, Mid-level	Leather, High-level	\$79
		COM Fabric*	\$134
Seat Height	Low-range Adjustable (2-5")	N/A	N/A
Arm	Wood, Padded / Upholstered	Exposed Wood	\$0
Arm Adjustability	Fixed Arms	N/A	N/A
Headrest	Fixed Headrest	N/A	N/A
Ergonomics	Non-Adjustable Lumbar	N/A	N/A
	Swivel / Knee Tilt Control	N/A	N/A

Seating: Executive Conference Seating



Average Base Price		\$622	
Attribute	Base Configuration	Options	Upcharge
Frame	Plastic / Nylon	Graphite/Titanium	\$0
		Aluminum Paint/Powder	\$0
		Aluminum Polish / Chrome	\$53
		Wood*	\$63
Base (5-Star)	Plastic / Nylon	Graphite/Titanium	\$0
		Aluminum Paint/Powder	\$0
		Aluminum Polish / Chrome	\$40
		Wood*	\$43
Base Mobility	Carpet Casters (Hard Wheel)	Hard Surface Casters; Soft Wheel	\$5
Back	Mid-Back	High-Back	\$10
Upholstery	Fabric, Entry-level	Mesh	\$0
		Faux Leather	\$152
		Fabric, Mid-level	\$65
		Fabric, High-level	\$215
		COM Fabric	\$333
		Leather, Entry-level	\$257
		Leather, Mid-level	\$295
		Leather, High-level	\$408
Seat Height	Low-range Adjustable, 3-5"	N/A	N/A

Seating: Executive Conference Seating (Continued)

Attribute	Base Configuration	Options	Upcharge
Seat Depth Adjuster	Flexible Sliding / Sliding Seat (2" minimum range)	N/A	N/A
Seat Pan	Waterfall Edge	N/A	N/A
Arm	Padded/Upholstered	Padded	\$0
		Upholstered	\$18
		Polished Loop Arm	\$27
Arm Adjustability	High-Performance Adjustable (3 or 4-way)	Stationary	\$0
		Height Adjustable	\$3
		High-Performance Adjustable (3 or 4-way)	\$20
Headrest	No Headrest	No Headrest	\$0
		Fixed Headrest	\$27
		Adjustable Tilt	\$28
Ergonomics	Passive Lumbar Support (Non Adjustable)	Height Adjustment	\$0

Seating: Executive Side / Guest Seating



Average Base Price			\$321
Attribute	Base Configuration	Options	Upcharge
Frame	Wood (\$49-79)**	Graphite / Titanium	\$0
		Aluminum Paint	\$0
		Aluminum Polish / Chrome	\$0
		Wood-Metal Combination	\$0
Base Mobility	Glides	N/A	N/A
Base Style	Four Leg	Sled	\$0
		Cantilevered	\$0
Back/Seat	Fabric Mid-level	Non-upholstered, Wood	\$33
		Faux Leather	\$62
		Fabric, Mid-level	\$38
		Fabric, High-level	\$94
		COM Fabric	\$133
		Leather, Entry-level	\$176
		Leather, High-level	\$266
Arm	Fixed Arms (without padding)***	No Arms	\$0

Seating: Ergonomic Task Seating



Average Base Price			\$469
Attribute	Base Configuration	Options	Upcharge
Size	Standard Size	Large & Tall Size*	\$26
Frame	Plastic/Nylon	Graphite/Titanium	\$0
		Aluminum Paint/ Powder	\$24
		Aluminum Polish	\$101
Base (5-Star)	Plastic/Nylon	Graphite / Titanium	\$0
		Aluminum Paint/ Powder	\$16
		Aluminum Polish	\$31
Base Mobility	Carpet Casters (Hard Wheel)	Hard Surface Casters (Soft Wheel)	\$10
Back	Mid-Back (<i>up to 22" above seat height</i>)	N/A	N/A
Upholstery	Entry-level Fabric	Mesh	\$5
		Mid-level Fabric	\$25
		Vinyl	\$32
		Faux Leather	\$34
		Crypton (woven) or equivalent	\$40
		High-level Fabric	\$60
		COM Fabric	\$88
		Entry-level Leather	\$234
		Mid-level Leather	\$254
Seat Height	Low-range Adjustable (3-5")	N/A	N/A
Seat Depth	Flexible Sliding / Sliding Seat (2" minimum range)	N/A	N/A
Seat Pan	Waterfall Edge	N/A	N/A
Arm	Padded Plastic	Plastic	\$0
		Metal / Padded Metal	\$4

Seating: Ergonomic Task Seating (Continued)

Attribute	Base Configuration	Options	Upcharge
Arm Adjustability	High-Performance Adjustable** (3 or 4-way: height, width, and pivot or depth)	Fixed Arms	-\$22
		Height Adjustable (minimum 4")	-\$19
		High-Performance Adjustable** (3 or 4-way: height, width, and pivot or depth)	\$0
Headrest	No Headrest	Fixed Headrest*	\$27
		Adjustable Tilt*	\$28
Ergonomics	Adjustable Lumbar	N/A	N/A
	Multifunction Tilt Control	Synchronized Tilt Control	\$3
	Tension Preference Selector	Recline Auto Balance	\$2

Seating: Non-Executive Conference Seating (Meeting Room)



Average Base Price			\$297
Attribute	Base Configuration	Options	Upcharge
Frame	Plastic/Nylon	Graphite/Titanium	\$0
		Aluminum Paint/ Powder	\$0
		Aluminum Polish	\$53
Base (5-Star)	Plastic/Nylon 5-Star	Graphite / Titanium 5-Star	\$0
		Aluminum Paint/ Powder 5-Star	\$3
		Aluminum Polish 5-Star	\$19
Base Mobility	Carpet Casters	Glides / Rubber Tips	\$0
		Hard Surface Casters	\$4
Back	Mid-Back (<i>up to 22" above seat height</i>)	High-Back (<i>minimum 23" above seat height</i>)	\$10
Upholstery	Entry-level Fabric	Vinyl	\$8
		Mesh	\$25
		Faux Leather	\$26
		Crypton (woven) or equivalent	\$32
		Mid-level Fabric	\$42
		High-level Fabric	\$63
		COM Fabric	\$118
		Entry-level Leather	\$129
		Mid-level Leather	\$164
Seat Height	Low-range Adjustable (3-5")	N/A	N/A
Seat Depth	Flexible Sliding / Sliding Seat (2" minimum range)	N/A	N/A
Seat Pan	Waterfall Edge	N/A	N/A
Arm	Padded Plastic	Plastic	\$0
		Metal, Padded Metal	\$4
Arm Adjustability	Fixed Arms	Height Adjustable (minimum 4")	\$3
		High-Performance Adjustable** (3 or 4-way: height, width, and pivot or depth)	\$22
Headrest	No Headrest	Fixed Headrest	\$27
		Adjustable Tilt	\$28
Ergonomics	Non-Adjustable Lumbar	Adjustable Lumbar	\$24
	Synchronized Tilt Control	Multifunction Tilt Control	\$3
	Tension Preference Selector or	N/A	N/A

	Recline Auto Balance		
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Seating: Side/Guest Seating



Average Base Price			\$193
Attribute	Base Configuration	Options	Upcharge
Frame	Graphite/Titanium	Aluminum Paint	\$0
		Chrome Polish	\$30
Base Mobility	Glides / Rubber Tips	Carpet Casters	\$9
		Hard Surface Casters	\$10
Base Style	Four Leg or Sled or Cantilevered	N/A	N/A
Back/Seat	Mesh	Plastic	\$0
		Entry-level Fabric	\$6
		Mid-level Fabric	\$32
		Wood (Cherry/Light Cherry)	\$29
		Wood (Maple/Oak)	\$34
		High-level Fabric	\$97
		COM Fabric	\$101
		Entry-level Leather	\$147
Arm	No Arms	Fixed Arms, no padding	\$18
		Fixed Arms, with padding	\$18

Seating: Stackable/Nesting Seating for Multipurpose Use



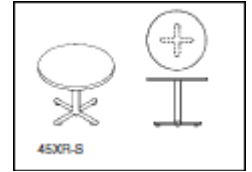
Average Base Price			\$157
Attribute	Base Configuration	Options	Upcharge
Frame	Plastic/Nylon	Tubular Steel	\$0
		Aluminum Paint	\$0
		Chrome Polish	\$42
Base Mobility	Glides / Rubber Tips	Carpet Casters	\$9
		Hard Surface Casters	\$10
Base Style	Four Leg or Sled or Cantilevered		N/A
Back / Seat**	Plastic	Entry-level Fabric	\$12
		Mesh	\$13
		Wood (Cherry/Light Cherry)	\$29
		Wood (Maple/Oak)	\$34
		Mid-level Fabric	\$38
		Pad, Entry-level Fabric	\$38
		COM Fabric*	\$80
		Pad, Mid-level Fabric*	\$87
		High-level Fabric*	\$91
		Pad, Entry-level Leather*	\$140
		Entry-level Leather*	\$164
		Pad, High-level Fabric*	\$169
Arm	No Arms	Fixed Arms	\$12
		Tablet Arm	\$66
Flexback	Flexback	N/A	\$22
Storage / Transportation	Nesting or Stackable	N/A	N/A
	No Dolly	Dolly	\$187



Standard Meeting/Training Tables

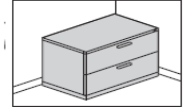
Average Base Price			\$476
Attribute	Base Configuration	Options	Upcharge
Top Size	X Small 24" x 48" to 60"	Small (30" x 60")	\$59
		Medium (31" to 36.9" x 61" to 72.9")	\$98
		Large (31" to 36.9" x 73" to 96")	\$165
Top Shape	Rectangular	Racetrack	\$70
		Trapezoid	\$0
Base Style	T Legs	C Legs	\$23
		Post Legs	\$27
		Laminate Panel Base	\$155
Legs	Standard Metal**	N/A	N/A
Top Finish	Plastic Laminate	N/A	N/A
Height Adjustability	Fixed Height	Crank Height Adjustment*	\$362
		Pneumatic Height Adjustment*	\$527
		Electric Height Adjustment*	\$690
Base Mobility	Glides	Carpet Casters (hard wheel)	\$17
		Hard Surface Casters (soft wheel)	\$19
Power	No Power	Data Ports	\$10
		Grommets (Plastic)	\$16
		Wire Management	\$32
		Electric Ports	\$79
		Electric and Data Ports	\$104
		Cable Base	\$211
Base Function	None	Ganging Hardware	\$25
		Flip Top / Nesting Option	\$127
		Folding Legs	\$171
Modesty Panel	No Modesty Panel	Removable Modesty Panel	\$71
		Fixed Modesty Panel	\$121

Multipurpose Tables



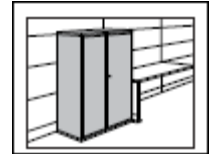
Average Base Price			\$220
Attribute	Base Configuration	Options	Upcharge
Top Size / Shape	Round 30"	Round 36"	\$37
		Round 42"	\$58
		Round 48"	\$88
		Square 36"	\$38
		Square 42"	\$63
Base Style	X Base	Single Column Base	\$18
Legs	Standard Metal (Aluminum Paint or Powder, Graphite, Titanium)	Upgraded Metal (Aluminum Polish, Chrome)	\$67
Top Finish	Plastic Laminate	N/A	N/A
Height Adjustability	Fixed Height	N/A	N/A
Base Mobility	Glides	Locking Casters	\$23
Power	No Power	Data Ports	\$10
		Grommets	\$13
		Wire Management	\$32
		Electric Ports	\$77
		Electric and Data Ports	\$77
Base Function	None	Flip Top / Nesting Option	\$203

Filing & Storage Product: Lateral Filing



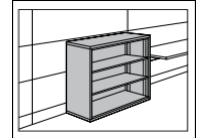
Average Base Price			\$213
Attribute	Base Configuration	Options Agreed to Keep	Upcharge
Number of Standard Height (12") Drawers	2 drawers	3 drawers	\$77
		4 drawers	\$173
		5 drawers	\$240
Width* X Depth	30"W X 18"D	36"W X 18"D	\$35
		42"W X 18"D	\$72
		30"W X 20"D	\$0
		36"W X 20"D	\$24
		42"W X 20"D	\$59
Pull Style	Standard (Integral) Pull	Arc Pull	\$6
		Bevel Pull	\$9
		Bar Pull	\$10
		Enhanced Access Loop Pull	\$13
		Ellipse Pull	\$15
Paint Grade	Paint Grade 1	Paint Grade 2*	\$18
Top	Painted Metal Top	High-pressure laminate top	\$70
Edge Type	Square Edge	Radius Edge	\$12
Base	Standard Base	Recessed Base	\$0
		Leg Base	\$39
Counterweight	Counterweight (for freestanding units)	No Counterweight	\$25
Security	Lock (Keyed Alike)	Individual Locking	\$3
		Security Pan (<i>between drawers</i>)	\$11

Filing & Storage Product: Storage Cabinet



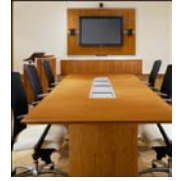
Average Base Price			\$257
Attribute	Base Configuration	Options Agreed to Keep	Upcharge
Width X Height*	30"W X 42"H	30"W X 52"H	\$42
		30"W X 65"H	\$78
		36"W X 42"H	\$16
		36"W X 52"H	\$63
		36"W X 65"H	\$98
		42"W X 42"H	\$61
		42"W x 52"H	\$113
		42"W X 65"H	\$115
Depth (+/-1")	18"	20"	\$0
Shelving	1, 2, 3, 4, 5 Shelves (Number of included shelving based on corresponding cabinet height)	Coat Rod & Shelf	\$22
Handle	Handle	Integral / Flush	\$0
Surface Finish	Grade 1: Standard	Grade 2: Metallic	\$34
		Grade 3: Bright White & Silver	\$45
Top	Painted Steel Top Finish	High-pressure Laminate Worktop	\$59
Counter-weight	No counterweight	Counterweight (for 69"H units)	\$15
Security	No Lock	Lock (Keyed Alike)	\$1

Filing & Storage Product: Bookcases



Average Base Price			\$174
Attribute	Base Configuration	Options Agreed to Keep	Upcharge
Width* X Depth	30"W X 12-15"D	36"W X 12-15"D	\$14
		42"W X 12-15"D	\$40
Height	2 High with 1 shelf (~29"H)	3 High with 2 shelves (~42"H)	\$18
		4 High with 3 shelves (~57"H)	\$45
		5 High with 4 shelves (~70"H)	\$72
Frame	Metal	N/A	N/A
Top	Metal Top	High-pressure Laminate Top	\$40
Surface Finish	Grade 1: Standard	Grade 2: Metallic	\$16
		Grade 3: Bright White & Silver	\$19
Shelves	N/A	Additional Metal Shelf	\$17

Tables: Executive Conference Tables



Average Base Price			\$1170
Attribute	Base Configuration	Options	Upcharge
Top Size	36"x72"-84"		\$0
		42"x72"-120"	\$155
		48"x72"-108"	\$313
		48"x120"-240"	\$619
		54"x120"-240"	\$710
		60"x120"-240"	\$917
Top Shape	Rectangular	Racetrack	\$28
		Oval	\$29
		Boat shape	\$108
Top Finish	Color/Woodgrain Laminate		\$0
		Wood Veneer	\$686
		Reconstituted Wood	\$563
		Wood Veneer, Exotic	\$867
Edge Finish	Self Edge	Veneer or Hardwood	\$0

Tables: Executive Conference Tables (Continued)

Attribute	Base Configuration	Agreed Options	Upcharge
Edge Profile	*Standard Edge	Veneer or Hardwood	\$0
	**Premium Edge Profile		\$601
Base	Legs	Veneer or Hardware	\$0
		X Base	\$241
		*Panel/Pedestal Base	\$301
		*Half Cylinder/Drum Base	\$357
Base Material	Aluminum/Paint Powder		\$0
		Aluminum Polish/Chrome	\$37
		Wood Veneer/Wood	\$0
Height and Base	Fixed/Glides	Fixed/Glides	\$0
Power Options	No Power		\$0
		Electric and Data Ports	\$238
		Electric Ports	\$29
		Wire Management/Grommets	\$44
		Cable Base	\$128

Tables: Executive Round Conference Tables

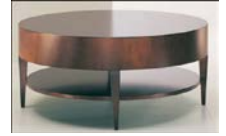


Average Base Price			\$808
Attribute	Base Configuration	Agreed Options	Upcharge
Top Size		36" Round	-\$88
	42" Round		\$0
		48" Diameter	\$100
		54" Diameter	\$231
		60" Diameter	\$476
		72" Diameter	\$645
Top Finish	Color/Woodgrain Laminate		\$0
		Wood Veneer	\$639
		Reconstituted Wood	\$682
		Tempered Glass	\$713
Edge Finish	Self Edge/Coordinate with top		\$0
		Laminate	\$0
Edge Profile	Standard/Included		\$0
Base		X Base/Monopod (Single Column)	\$142
		Half Cylinder/ Drum Base	\$295

Tables: Executive Round Conference Tables (Continued)

Attribute	Base Configuration	Agreed Options	Upcharge
Base Material	Laminate		\$22
		*Solid Wood, Wood Veneer	\$0
		Aluminum/Chrome/Stainless Steel	\$79
Height and Base	Fixed/Glides		\$0
Power Option	No Power		\$0
		Electric and Data Ports	\$305
		Wire Management and Grommets	\$8

Tables: Executive Occasional (Coffee Tables)

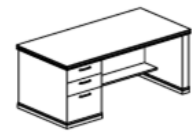


Average Base Price			\$745
Attribute	Base Configuration	Agreed Options	Upcharge
Top Size	Round 24"-36", Diameter, 15-17" H		\$0
		Oval 24"x42" to 54", 15-17" H	\$250
		Square up to 36", 15-17" H	\$87
		Square 37" to 54", 15-17" H	\$400
		Rectangular 24" x >30", 15-17" H	\$566
Top Finish	Color/Woodgrain Laminate		\$0
		Wood Veneer	\$159
		Tempered Glass	\$184
		Reconstituted Wood	\$197
Edge Finish	Self Edge/Coordinate with top		\$0
		Laminate	\$0
		Solid Wood Edge w/Laminate Top	\$160
Edge Profile	Standard/Included		\$0
Height and Base	*Fixed/Glides		\$0
		Fixed X Base with Glides	\$0
Base Material/Finish	*Wood/Wood Veneer		\$0
		Standard Metal	\$0
		Premium Metal	\$307

Tables: Executive Occasional (End Tables)



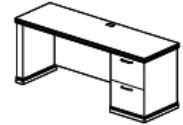
Average Base Price			\$717
Attribute	Base Configuration	Agreed Options	Upcharge
Top Size	Rectangular Up to 24" x 30" to 36", 24-26"H		\$0
		Square 24", 24-26" H	\$279
		Square 30", 24-26" H	\$336
		Round 24"+, 24-26" H	\$233
Top Finish	Wood Veneer		\$0
		Wood w/Tempered Glass Insert	\$72
Base	Legs		\$0
Base/Material Finish	Wood/Wood Veneer		\$0
		Metal	\$56
Height and Base	Fixed/glides		\$0



Executive Desk

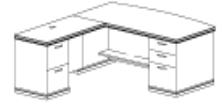
Average Base Cost			\$1364
Attribute	Base Configuration	Agreed Options	Upcharge
Desk Size	30x66"		\$0
		30x72"	\$27
		36x66"	\$21
		36x72"	\$65
		42x84" Bow Front	\$1522
Desk Type	Single Pedestal		\$0
		Single Pedestal w/Overhang	\$333
		Double Pedestal	\$324
		Single Pedestal, Bow Front Overhang, 42x72"	\$448
		Double Pedestal, Bow Front Overhang 42x72"	\$666
		Race Track/Conf Bullet, 36x72"	-\$220
		Freestanding Desk with Center Drawer, 30x66	\$232
Finish	Wood/Veneer	Veneer	\$0
		Premium Veneer	\$0
Modesty	Half Panel		\$0
		Full Panel	\$80
Edge Profile	*Standard		\$0
	*Premium Edge Profile/Differs by Manufacturer		\$0
Base Styles (Wood Veneer or Solid Wood)	Legs		\$0
	Panel		\$0
	Small Cylinder/Column/Base		\$0
Accessories	Locks		\$0
Accessories Power Option		Center Drawer	\$204
		Grommet/Metal	\$30
	No Power		\$0
Power Option		Power Data Ports	\$90
		Wire Management	\$34

Executive Credenza (With or Without Knee Space)



Average Base Cost			\$995
Attribute	Base Configuration	Agreed Options	Upcharge
Credenza			
Size	20-24"x up to 66"		\$0
		20-24"x 67-72"	\$49
		20-24x73-84	\$245
Type	Single Pedestal BBF or FF		\$0
		Single/Lateral	\$237
		FF/or BBF, Open/FF or BBF	\$225
		FF/or BBF 2 Dr Storage /FF or BBF	\$353
Finish	Wood	Wood Veneer	\$0
		Premium Veneer	\$0
Edge Profile	*Standard		\$0
	*Premium Edge Profile/Differs by Manufacturer		\$0
Accessories	Locks		\$0
		Grommet/Metal	\$30
Power Option	No Power		\$0
		Power Data Ports	\$90
		Wire Management	\$34

Executive L Desk



Average Base Cost			\$1869
Attribute	Base Configuration	Agreed Options	Upcharge
Desk Size	30x66"		\$0
		30x72	\$27
		36x66"	\$21
		36x72"	\$65
		42x84" Bow Front, Double Peds	\$1522
Desk Type	Single Pedestal		\$0
		Single Pedestal w/Overhang	\$333
		Single Pedestal, Bow Front Overhang, 42x72"	\$448
		Race Track/Conf Bullet, 36x66"	-\$394
		Race Track/Conf Bullet 36x72"	-\$220
Finish	Wood/Wood Veneer		\$0
Modesty	Half Panel		\$0
		Full Panel	80
Edge Profile	*Standard		\$0
	*Premium Edge Profile/Differs by Manufacturer		\$0
Base Styles (Wood Veneer or Solid Wood)	Legs		\$0
	Panel		\$0
	Small Cylinder/Column		\$0

Executive L Desk (Continued)

Attribute	Base Configuration	Options	Upcharge
Accessories	Locks		\$0
		Center Drawer	\$204
		Grommet/Metal	\$30
Power Option	No Power		\$0
		**Power Data Ports/Metal	\$90

Executive L Desk Return



Average Base Cost		\$763	
Attribute	Base Configuration	Agreed Options	Upcharge
Return			
Type	Single Pedestal 22-24x42		\$0
		Lateral	\$157
Finish	Wood Veneer/Wood	Veneer	\$0
		Veneer Premium	\$0
Modesty		Full Panel	\$40
Edge Profile	*Standard		\$0
	*Premium Edge Profile/Differs by Manufacturer		\$0
Accessories	Locks		\$0
		Grommet/Metal	\$30
Power Option	No Power		\$0
	Power Data Ports/Metal	Power Data Ports/Metal	\$90
	Wire Management	Wire Management	\$34

Executive U Desk

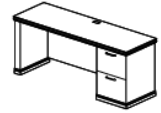


Average Base Cost			\$4987
Attribute	Base Configuration	Agreed Options	Upcharge
Desk Size	30x66"		\$0
		30x72"	\$27
		36x66"	\$21
		36x72"	\$65
		42x84" Bow Front	\$1522
Desk Type	Single Pedestal		\$0
		Single Pedestal w/Overhang	\$333
		Single Pedestal, Bow Front Overhang, 42x72"	\$448
		Race Track/Conf Bullet, 36x66"	-\$394
Finish	Wood/Wood Veneer		\$0
Modesty	Half Panel		\$0
		Full Panel	80
Edge Profile	*Standard		\$0
	*Premium Edge Profile/Differs by Manufacturer		\$0
Base Styles (Wood Veneer or Solid Wood)	Legs		\$0
	Panel		\$0
	Small Cylinder/Column		\$0

Executive U Desk (Continued)

Attribute	Base Configuration	Options	Upcharge
Accessories	Locks		\$0
		Center Drawer	\$204
		Grommet/Metal	\$30
Power Option	No Power		\$0
		**Power Data Ports/Metal	\$90
		Wire Management	\$34
Return/Bridge			
Type	Single Pedestal, 36"		\$0
		Bridge, 42"	\$-359.55
		Bridge, 48"	\$-337.56
		Pedestal/Lateral	\$157
Finish	Wood Veneer		\$0
Modesty	Full Panel		\$40
		½ Panel	\$0
Edge Profile	*Standard		\$0
	*Premium Edge Profile/Differs by Manufacturer		\$0
Accessories	Locks		\$0
	Grommet/Metal		\$30
Power Option	No Power		\$0
		Power Data Ports	\$90
		Wire Management	\$34

Credenza



Average Base Cost		\$995	
Attribute	Base Configuration	Agreed Options	Upcharge
Size	20-24"x up to 66"		\$0
		20-24"x 67-72"	\$49
Type	Single Pedestal BBF or FF		\$0
		Single/Lateral	\$237
Finish	Wood	Wood Veneer	\$0
		Premium Veneer	\$0
Edge Profile	Standard		\$0
	*Premium Edge Profile/Differs by Manufacturer		\$0
Accessories	Locks		\$0
		Grommet/Metal	\$30
Power Option	No Power		\$0
		Power Data Ports	\$90
	Wire Management	Wire Management	\$34
NOTE:		Bridges are used to connect a desk and credenza into a U shape. Returns are added to single pedestal desks and are not attached to the credenza to form a U shape.	

Surface Mount Cabinets



Average Base Cost		\$1137	
Attribute	Base Configuration	Agreed Options	Upcharge
Surface Mount Cabinets			
Size	60" Single High*		\$0
		66" Single High*	\$60
		72" Single High*	\$118
		60" Double High**	\$415
		66" Double High**	\$528
		72" Double High**	\$627
		78" Double High**	\$740
Doors	No Doors		\$0
		Glass	\$224
		Wood Veneer/Premium	\$557
Finish/Base	Wood	Wood Veneer	\$0
		Premium Veneer	\$0
Tackboard	Grade 1		\$211
Wardrobe	21x16x72		\$1042
Wardrobe Finish	Wood	Wood Veneer	\$0
		Premium Veneer	\$0

Private Office: Executive Lounge Sofa/Settee



Average Base Cost			\$1064
Attribute	Base Configuration	Agreed Options	Average Cost Premium
Size: Width	48-62"	2 Seat	\$0
		73-86", 3 Seat	\$321
Size: Depth	30-35"	Depth	\$0
Size: Height	31-37"	Height	\$0
	Entry Level	Entry Level	\$0
		Mid Level	\$228
		High Level	\$707
		Entry Level Leather	\$731
		Mid Level Leather	\$825
		High Level Leather	\$1,196
		COM Fabric	\$595
		COL Leather	\$1,035
		Faux Leather	\$128
Arms	Upholstered	Upholstered	\$0
		Wood	\$90
Back	Tight		\$0
		Tufted	\$98
		1 – 3 Cushion	\$0
Seat	Tight		\$0
		1 -3 Cushions	\$0

Private Office: Executive Lounge Chairs



Average Base Cost			\$756
Attribute	Base Configuration	Agreed Options	Average Cost Premium
Size: Width	29-35"	1 Seat	\$0
Size: Depth	30-34"	1 Seat	\$0
Size: Height	34-37 1/2"	1 Seat	\$0
Fabric	Entry Level	Entry Level	\$0
		Mid Level	\$148
		High Level	\$477
	Entry Level Leather	Entry Level Leather	\$530
		Mid Level Leather	\$610
		High Level Leather	\$777
	COM Fabric	COM Fabric	\$642
		COL Leather	\$1,246
	Faux Leather	Faux Leather	\$100
Arms	Upholstered	Upholstered	\$0
	Wood	Wood	\$87
Back	Tight	Tight	\$0
		Tufted	\$38
	1 Cushion	1 Cushion	\$0
Seat	Tight	Tight	\$0
	1 Cushion	1 Cushion	\$0

Executive Bookcases



Average Base Cost			\$475
Attribute	Base Configuration	Agreed Options	Average Cost Premium
Size: Width	36"	36"	\$0
Size: Depth	12"	12"	\$0
Size: Height	2 High (29") Includes 1 Shelf	2 High (29") Includes 1 Shelf	\$0
	3 High (42") Includes 2 Shelves	3 High (42") Includes 2 Shelves	\$83
	4 High (57") Includes 3 Shelves	4 High (57") Includes 3 Shelves	\$206
	5 High (70") Includes 4 Shelves	5 High (70") Includes 4 Shelves	\$306
	6 High (82") Includes 5 Shelves		\$434
Size: Width	36"	36"	\$0
Size: Height	3 High (42") Includes 2 Shelves	3 High (42") Includes 2 Shelves	\$14
	4 High (57") Includes 3 Shelves	4 High (57") Includes 3 Shelves	\$161
	5 High (70") Includes 4 Shelves	5 High (70") Includes 4 Shelves	\$213
	6 High (82") Includes 5 Shelves	6 High (82") Includes 5 Shelves	\$300
Size: Width	30"	36"	-\$188
		4 High (57") Includes 3 Shelves	-\$153
		5 High (70") Includes 4 Shelves	-\$100
		6 High (82") Includes 5 Shelves	-\$54
Configuration:	72" High Doors	72" High	\$1,018
	Door and Coat Rod	Door and Coat Rod	\$1,032
	Door/Lateral File	Door/Lateral File	\$1,161
	Lateral/Open Shelving	Lateral/Open Shelving	\$749
	Door/FFF/Wardrobe	Door/FFF/Wardrobe	\$749
Finish	Wood	Wood	\$0
		Wood Premium	\$174

Executive: Wall Mount Overhead Storage



Average Base Cost			\$548
Attribute	Base Configuration	Agreed Options	Average Cost Premium
Size: Depth	14"	14"	\$0
Size: Height	18"	18"	\$0
Size: Width	60"	Open Cabinet	\$0
		30"	-\$288
		36"	-\$247
		66"	\$20
		72"	\$65
		78"	\$103
		84"	\$178
		90"	\$223
		96"	\$259
		102"	\$338
		108"	\$374
Size: Depth	14"	14"	\$0
Size: Height	18"	18"	\$0
Size: Width	60"	With Hinge Doors	\$105
	Hinge Doors	30"	-\$169
		36"	-\$139
		66"	\$138
		72"	\$176
Size: Width	Hinge Doors	78"	\$242
		84"	\$302
		90"	\$362
		96"	\$405
		102"	\$490
		108"	\$528
Size: Depth	14"	14"	\$0
Size: Height	31-38"	Double High Open	\$0

Executive: Wall Mount Overhead Storage (Continued)

Attribute	Base Configuration	Agreed Options	Average Cost Premium
Size: Width	60"	Double High Open	\$105
		66"	\$152
		72"	\$350
	60"	Wood Frame/Glass Doors	\$180
		Paper Management	\$392
		Aluminum Frame with Glass/Open Center	\$167
		With Sliding Doors	\$208

Executive: Mobile Pedestals



Average Base Cost			\$453
Attribute	Base Configuration	Agreed Options	Average Cost Premium
Size: Depth	18"-22"	18"-22"	\$0
Size: Height	21"-25"	21"-25"	\$0
Size: Width	15"-19"	15"-19"	\$0
Top: Cushion	Without	Without	\$0
		Entry Level	\$40
		Mid Level	\$105
		High Level	\$121
Finish:	Wood Veneer	Wood Veneer	\$0
		Premium Wood	\$74

Executive: CPU Stands



Average Base Cost			\$408
Attribute	Base Configuration	Agreed Options	Average Cost Premium
Size: Depth	16" - 25"D		\$0
Size: Height	29-33"H		\$0
Size: Width	36" W		\$0
		42"W	\$64
Finish:		Wood Veneer	\$0
		Premium Wood	\$75
Base Mobility:		2", Hard or Soft	\$21

Executive: Lecterns



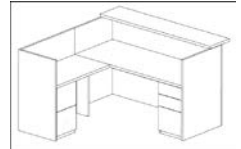
Average Base Cost			\$759
Attribute	Base Configuration	Agreed Options	Average Cost Premium
Size:	18-21"Dx18-24"Wx45-48"H		\$0
		30" Wide	\$330
		36" Wide	\$775
		42" Wide	\$908
Finish:	Wood Veneer	Wood Veneer	\$0
		Premium Wood	\$122
	Accessories	Light fixture	\$101
		Microphone	\$655

Executive: Wardrobes



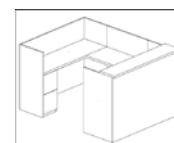
Average Base Cost			\$786
Attribute	Base Configuration	Agreed Options	Average Cost Premium
Wardrobe Size	**21-24"Dx16-24"Wx72"H	**21-24"D x 16-24"Wx72"H	\$0
		**21-24"D x 18-24"Wx84"H	\$91
		**21-24"D x 25-30"Wx72"H	\$278
		**21-24"D x 25-30"Wx84"H	\$430
		**21-24"D x 31-36"Wx72"H	\$769
		**21-24"D x 31-36"Wx84"H	\$871
Finish: Standard	Standard Wood	Standard Wood	\$0
		Premium Wood	\$95
Configuration:		Lateral/Open Shelving/Wardrobe	\$347
		F/F/Wardrobe	\$485
		B/B/Lateral Files/Wardrobe	\$565
Security:	Locks	Locks	\$21

Executive: Suite Reception Unit L



Average Base Cost			\$2180
Attribute	Base Configuration	Agreed Options	Average Cost Premium
DESK			
Desk Size:	30" D x 66"W	Up to 66" W/Single Pedestal/FF with Gallery	\$0
		Up to 72" W/Single Pedestal/FF with Gallery	\$249
	36" D x 66"W	Up to 66" W/Single Pedestal/FF with Gallery	\$142
		Up to 72" W/Single Pedestal/FF with Gallery	\$344
		Up to 84" W/Single Pedestal/FF with Gallery	\$790
		Up to 96" W/Single Pedestal/FF with Gallery	\$1080
RETURN			
Return Size:	20-24" D x up to 36" W	Up to 36" W	\$0
		Up to 42"W	\$82
		Up to 48"W	\$119
		Up to 54"W	\$187
		Up to 60"W	\$380
Finish:	Standard Wood	Standard Wood	\$0
		Premium Wood	\$1,004
Configuration:	Open		\$0
		FF	\$391
		BBF	\$464
		Lateral File	\$381
Accessories:	Tackboard	Tackboard	\$0
	Locks	Locks	\$29
	Center Drawer	Center Drawer	\$112
	Grommet/Metal	Grommet/Metal	\$28
Power:	No Power	No Power	\$0
		Wire Management	\$19
		Power Data Center	\$86

Executive: Suite Reception Unit U



Average Base Price			\$2869
Attribute	Base Configuration	Agreed Options	Average Cost Premium
DESK			
Desk Size:	30" D x 66"W	Up to 66" W/Single Pedestal/FF with Gallery	\$0
		Up to 72" W/Single Pedestal/FF with Gallery	\$449
	36" D x 66"W	Up to 66" W/Single Pedestal/FF with Gallery	\$142
		Up to 72" W/Single Pedestal/FF with Gallery	\$344
		Up to 84" W/Single Pedestal/FF with Gallery	\$790
BRIDGE			
Bridge Size:	20-24" D	Up to 42"W	\$0
		Up to 48"W	\$25
		Up to 54"W	\$58
		Up to 60"W	\$84
CREDENZA			
		Up to 60"	-\$54
Size:	20-24" D x Up to 66"	Open - Base	\$0
		Up to 72"	\$86
		Up to 84"	\$246
Configuration	Lateral File		\$162
		Multi-File	\$175
Finish:	Standard Wood		\$0
		Premium Wood	\$1,056
Accessories:	Tackboard	Tackboard	\$0
	Locks	Locks	\$29
	Center Drawer	Center Drawer	\$112
	Grommet/Metal	Grommet/Metal	\$28
Power:	No Power		\$0
		Wire Management	\$19
		Power Data Center	\$86

Benching

		Benching System			ANALYSIS		
Base Model Description:		6x8 Workstation Typical					
Workstation		(3) 24D x 48W Worksurface - Laminate, 48" wide panels	(3) 24D x 48W Worksurface - Laminate, 48" wide panel	(3) 24D x 48W Worksurface - Laminate, 48" wide panel			
Attribute		Feature Cost			Average Cost Premium	Adj Ave Cost Premium	# of Price Points
Panel Base Model Cost	24W - 42H-Mono/A (Frame and Skin)	\$89.25	\$121.00	\$179.00	\$129.75	\$130.00	3
	48W - 42H Mono/A (Frame and Skin)	\$118.50	\$175.00	\$242.00	\$178.50	\$179.00	3
Panel Model	24W - 42H-Mono/A (Frame and Skin)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	3
	48W - 42H Mono/A (Frame and Skin)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	3
Panel	24W - 50H-Mono/A (Frame and Skin)	\$7.25	\$3.54	\$20.08	\$10.29	\$10.00	3
	48W - 50H Mono/A (Frame and Skin)	\$11.50	\$57.62	\$28.48	\$32.53	\$33.00	3
Panel	24W - 57H-Mono/A (Frame and Skin)	\$13.75	\$6.14	\$48.64	\$22.84	\$23.00	3
	48W - 57H Mono/A (Frame and Skin)	\$18.75	\$60.22	\$122.00	\$66.99	\$67.00	3
Panel	24W - 42H-Mono/B (Frame and Skin)	\$3.50	\$8.74	\$5.17	\$5.80	\$6.00	3
	48W - 42H Mono/B (Frame and Skin)	\$7.00	\$17.40	\$6.01	\$10.14	\$10.00	3
Panel	24W - 50H-Mono/B (Frame and Skin)	\$11.75	\$21.30	\$24.00	\$19.02	\$19.00	3
	48W - 50H Mono/B (Frame and Skin)	\$19.75	\$41.36	\$32.47	\$31.19	\$31.00	3
Panel	24W - 57H-Mono/B (Frame and Skin)	\$18.75	\$34.68	\$55.36	\$36.26	\$36.00	3
	48W - 57H Mono/B (Frame and Skin)	\$28.00	\$36.00	\$75.94	\$46.65	\$47.00	3
Worksurface Model Cost	24Dx48W/Plastic Laminate/ABS Edge	\$83.50	\$115.00	\$60.48	\$86.33	\$86.00	3
Worksurface Model	24Dx48W/Plastic Laminate/ABS Edge	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	3
Worksurface/Rectangular	24Dx48W/Plastic Laminate/Wood Edge	\$8.00	\$51.14	\$44.00	\$34.38	\$34.00	3
	24Dx48W/Wood/Wood Edge	\$78.25	\$74.54	\$96.00	\$82.93	\$83.00	3
Storage - Ped Model Cost	Mobile - BF or FF	\$358.00	\$150.00	\$229.00	\$245.67	\$246.00	3
Storage Model	Mobile BF or FF	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	3
	Mobile /Uphol Top/A	\$46.75	\$42.12	\$41.79	\$43.55	\$44.00	3
Storage	Mobile /Uphol Top/B	\$67.00	\$79.30	\$48.00	\$64.77	\$65.00	3
Storage - OH Model Cost	Overhead - Sliding Doors 42"	\$330.00	\$153.00	\$341.00	\$274.67	\$275.00	3
Storage	Overhead - Sliding Doors 42"	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	3
	Overhead - Sliding Doors 48"	\$41.00	\$56.00	\$11.38	\$36.13	\$36.00	3
Storage	Overhead - Sliding Doors 60"	\$64.00	\$84.00	\$105.00	\$84.33	\$84.00	3
Storage	Overhead - perched 30"W	\$233.00	\$314.00	\$211.00	\$252.67	\$253.00	3
Storage -CR Model Cost	CREDENZA 48"W open	\$376.75	\$223.00	\$209.00	\$269.58	\$270.00	3
Storage	48"W low credenza open	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	3
	60"W open	\$72.00	\$13.75	\$69.00	\$51.58	\$52.00	3
Storage	42"W low credenza with doors	\$191.00	\$76.75	\$219.00	\$162.25	\$162.00	3
Storage	48"W	\$230.00	\$101.00	\$250.00	\$193.67	\$194.00	3
Storage	60"W	\$274.00	\$115.00	\$289.00	\$226.00	\$226.00	3

Benching (Continued)

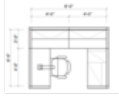
Attribute		Feature Cost			Average Cost Premium	Adjusted Average Cost Premium	# of Price Points
Storage	42"W low credenza door w/Lat	\$210.00	\$87.00	\$266.32	\$187.77	\$188.00	3
	48"W low credenza doors w/Lat	\$271.00	\$100.00	\$301.00	\$224.00	\$224.00	3
Storage	60"W low credenza doors w/Lat	\$388.00	\$116.00	\$342.00	\$282.00	\$282.00	3
Storage	30"W cushion A	\$61.00	\$131.00	\$81.00	\$91.00	\$91.00	3
Storage - Tower - Model cost	BBF - 42" H Wrdrobe 24Wx24D	\$754.00	\$574.00	\$435.00	\$587.67	\$588.00	3
	BBF + Wrdrobe 24Wx24D	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	3
	FF + Wrdrobe 24Wx24D	\$105.50	\$73.00	\$31.00	\$69.83	\$70.00	3
Model Cost -Screen	Privacy Screen - 13H x 48W Fabric	\$125.00	\$65.00	\$155.00	\$115.00	\$115.00	3
	48"W	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	3
	54"W	\$42.00	\$5.20	\$4.81	\$17.34	\$17.00	3
	60"W	\$47.25	\$9.88	\$16.78	\$24.64	\$25.00	3
	48"W Grade B	\$46.25	\$16.00	\$12.79	\$25.01	\$25.00	3
	48"W tool rail	\$109.50	\$110.00	\$130.00	\$116.50	\$117.00	3
	48"W Glass	\$159.90	\$110.00	\$164.10	\$144.67	\$145.00	3
Lighting Model Cost	48" Florescent, Under Shelf/Bin	\$137.25	\$65.00	\$41.28	\$81.18	\$81.00	3
Lighting Model	48" Florescent, Under Shelf/Bin	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	3
Lighting	LED Mounted	\$137.25	\$106.86	\$103.00	\$115.70	\$116.00	3
Lighting	Desk Lamp/LED	-\$62.25	\$119.00	\$89.88	\$48.88	\$49.00	3
Power	Power Data Center	\$51.48	\$189.00	\$66.65	\$102.38	\$102.00	3
	Whip	\$59.75	\$72.54	\$39.00	\$57.10	\$57.00	3
Accessories	Letter Tray (Hung)	\$27.00	\$6.76	\$13.33	\$15.70	\$16.00	3
Accessories	Tool Cup	\$15.00	\$4.86	\$5.16	\$8.34	\$8.00	3
Accessories	Shelf -48"W	\$70.75	\$56.68	\$66.36	\$64.60	\$65.00	3
Accessories	Monitor Arm	\$119.00	\$121.00	\$84.63	\$108.21	\$108.00	3
Accessories	keyboard	\$116.50	\$78.52	\$138.00	\$111.01	\$111.00	3

Allsteel haworth Knoll

Allsteel	Quantity		WxDXH
Worksurfaces	\$118.50	3	24x48
Panel frames			
Credenza			
Storage tower	\$731.00		66"W x15Dx 1" H
TOTAL			

L1 - Laminate
L2 - woodgrain
L3- Textured

Workstations

		Workstations			ANALYSIS		
Base Model Description:		6x8 Workstation Typical	6x8 Workstation Typical	6x8 Workstation Typical			
Workstation							
Attribute		Feature Cost			Average Cost Premium	Adj Ave Cost Premium	# of Price Points
Panel Model	60Wx36-42H-Mono/A (Frame and Skin)	\$154.38	\$58.03	\$200.19	\$170.87	\$171.00	3
	48Wx36-42H-Mono/A (Frame and Skin)	\$133.33	\$134.81	\$155.31	\$141.15	\$141.00	3
	36Wx36-42"H-Mono/A (Frame and Skin)	\$118.23	\$114.81	\$137.90	\$123.65	\$124.00	3
	24Wx36-42H-Mono/A (Frame and Skin)	\$101.82	\$93.53	\$79.97	\$91.77	\$92.00	3
Panel Model	60Wx36-42H-Mono/A (Frame and Skin)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	3
	48Wx36-42H-Mono/A (Frame and Skin)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	3
	36Wx36-42"H-Mono/A (Frame and Skin)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	3
	24Wx36-42H-Mono/A (Frame and Skin)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	3
Panel	60Wx45-57H-Mono/A (Frame and Skin)	\$22.27	\$16.34	\$24.48	\$21.03	\$21.00	3
Panel	48Wx45-57H-Mono/A (Frame and Skin)	\$19.48	\$14.19	\$20.13	\$17.93	\$18.00	3
Panel	36Wx45-57H-Mono/A (Frame and Skin)	\$5.28	\$9.89	\$16.87	\$10.68	\$11.00	3
Panel	24Wx45-57H-Mono/A (Frame and Skin)	\$3.88	\$6.45	\$7.61	\$5.98	\$6.00	3
Panel	60Wx62-70H-Mono/A (Frame and Skin)	\$23.29	\$37.41	\$56.30	\$39.00	\$39.00	3
Panel	48Wx62-70H-Mono/A (Frame and Skin)	\$22.97	\$31.82	\$53.86	\$36.22	\$36.00	3
Panel	36Wx62-70H-Mono/A (Frame and Skin)	\$16.86	\$28.60	\$39.17	\$28.21	\$28.00	3
Panel	24Wx62-70H-Mono/A (Frame and Skin)	\$15.23	\$21.50	\$17.13	\$17.95	\$18.00	3
Panel	60Wx36-42H-Mono/B (Frame and Skin)	\$9.99	\$15.91	\$30.19	\$18.70	\$19.00	3
Panel	48"Wx36-42H-Mono/B (Frame and Skin)	\$11.57	\$13.54	\$26.38	\$17.16	\$17.00	3
Panel	36"Wx36-42H-Mono/B (Frame and Skin)	\$22.60	\$11.83	\$18.77	\$17.73	\$18.00	3
Panel	24Wx36-42H-Mono/B (Frame and Skin)	\$9.86	\$8.60	\$11.42	\$9.96	\$10.00	3
Panel	60Wx45-57H-Mono/B (Frame and Skin)	\$38.52	\$33.54	\$69.89	\$47.32	\$47.00	3
Panel	48"Wx45-57H-Mono/B (Frame and Skin)	\$33.72	\$29.02	\$43.25	\$35.33	\$35.00	3
Panel	36"Wx45-57H-Mono/B (Frame and Skin)	\$25.68	\$22.58	\$39.98	\$29.41	\$29.00	3
Panel	24Wx45-57H-Mono/B (Frame and Skin)	\$19.11	\$48.38	\$29.91	\$32.47	\$32.00	3
Panel	60Wx62-70H-Mono/B(Frame and Skin)	\$34.93	\$56.33	\$109.06	\$66.77	\$67.00	3
Panel	48"Wx62-70H-Mono/B (Frame and Skin)	\$35.60	\$48.80	\$80.24	\$54.88	\$55.00	3
Panel	36"Wx62-70H-Mono/B (Frame and Skin)	\$30.74	\$43.00	\$65.55	\$46.43	\$46.00	3
Panel	24Wx62-70H-Mono/B(Frame and Skin)	\$29.27	\$31.60	\$43.51	\$34.79	\$35.00	3
Panel	60Wx36-42H-Mono/A/C (Frame and Skin)	\$94.36	\$147.71	\$189.85	\$143.97	\$144.00	3
Panel	48Wx36-42H-Mono/A/C (Frame and Skin)	\$57.45	\$139.97	\$150.42	\$115.95	\$116.00	3
Panel	36Wx36-42H-Mono/A/C (Frame and Skin)	\$53.72	\$116.32	\$131.38	\$100.47	\$100.00	3
Panel	24Wx36-42H-Mono/A/C (Frame and Skin)	\$50.00	\$76.97	\$112.88	\$79.95	\$80.00	3
Panel	60Wx36-42H-Frame&Tile/A (Frame and Skin)	\$22.09	\$73.31	\$345.95	\$147.12	\$147.00	3
Panel	48Wx36-42H-Frame&Tile/A (Frame and Skin)	\$41.97	\$57.83	\$229.31	\$109.70	\$110.00	3
Panel	36Wx36-42H-Frame&Tile/A (Frame and Skin)	\$32.75	\$55.90	\$171.78	\$86.81	\$87.00	3

Workstations (Continued)

Panel	24Wx36-42H- Frame&Tile/A (Frame and Skin)	\$10.13	\$55.25	\$174.17	\$79.85	\$80.00	3
Panel	60Wx45-57H- Frame&Tile/A (Frame and Skin)	\$50.76	\$78.26	\$266.05	\$131.69	\$132.00	3
Panel	48Wx45-57H- Frame&Tile/A (Frame and Skin)	\$64.82	\$62.13	\$162.76	\$96.57	\$97.00	3
Panel	36Wx45-57H- Frame&Tile/A (Frame and Skin)	\$52.42	\$61.28	\$126.46	\$80.05	\$80.00	3
Panel	24Wx45-57H- Frame&Tile/A (Frame and Skin)	\$27.18	\$58.06	\$139.59	\$74.94	\$75.00	3
Panel	60Wx62-70H- Frame&Tile/A (Frame and Skin)	\$42.99	\$143.40	\$285.82	\$157.40	\$157.00	3
Panel	48Wx62-70H- Frame&Tile/A (Frame and Skin)	\$42.43	\$116.96	\$193.94	\$117.78	\$118.00	3
Panel	36Wx62-70H- Frame&Tile/A (Frame and Skin)	\$92.16	\$110.30	\$153.18	\$118.55	\$119.00	3
Panel	24Wx62-70H- Frame&Tile/A (Frame and Skin)	\$60.92	\$104.85	\$132.64	\$99.47	\$99.00	3
Panel	60Wx36-42H-Frame&Tile/B (Frame and Skin)	\$47.33	\$96.10	\$333.97	\$159.13	\$159.00	3
Panel	48Wx36-42H-Frame&Tile/B (Frame and Skin)	\$68.32	\$76.97	\$196.82	\$114.04	\$114.00	3
Panel	36Wx36-42H-Frame&Tile/B (Frame and Skin)	\$64.43	\$73.10	\$160.32	\$99.28	\$99.00	3
Panel	24Wx36-42H- Frame&Tile/B (Frame and Skin)	\$24.23	\$70.09	\$173.65	\$89.32	\$89.00	3
Panel	60Wx45-57H- Frame&Tile/B (Frame and Skin)	\$82.11	\$156.30	\$361.41	\$199.94	\$200.00	3
Panel	48Wx45-57H- Frame&Tile/B (Frame and Skin)	\$71.32	\$82.77	\$210.44	\$121.51	\$122.00	3
Panel	36Wx45-57H- Frame&Tile/B (Frame and Skin)	\$90.67	\$78.69	\$174.14	\$114.50	\$115.00	3
Panel	24Wx45-57H- Frame&Tile/B (Frame and Skin)	\$45.09	\$62.99	\$187.27	\$98.45	\$98.00	3
Panel	60Wx62-70H- Frame&Tile/B (Frame and Skin)	\$164.99	\$174.15	\$394.82	\$244.65	\$245.00	3
Panel	48Wx62-70H- Frame&Tile/B (Frame and Skin)	\$156.40	\$141.47	\$248.44	\$182.10	\$182.00	3
Panel	36Wx62-70H- Frame&Tile/B (Frame and Skin)	\$143.16	\$133.09	\$207.68	\$161.31	\$161.00	3
Panel	24Wx62-70H- Frame&Tile/B (Frame and Skin)	\$86.00	\$123.99	\$187.14	\$132.38	\$132.00	3
Worksurface Model Cost	24Dx48D/Plastic Laminate/ABS Edge	\$97.64	\$54.83	\$70.99	\$74.49	\$74.00	3
Worksurface Model	24Dx48D/Plastic Laminate/ABS Edge	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	3
	24Dx48W/Wood/Wood Edge	\$125.56	\$52.02	\$67.73	\$81.77	\$82.00	3
Worksurface/Rectangular	24Dx48W/PL/ADA Height Adjustable/Elec	\$583.17	\$734.23	\$729.93	\$682.44	\$682.00	3
Storage Model Cost	FF	\$170.80	\$127.93	\$275.54	\$191.42	\$191.00	3
Storage Model	FF	\$0.00	\$0.00	\$0.00	\$0.00		
Storage	BBF	\$25.38	\$5.16	\$7.88	\$12.81	\$13.00	3
Storage	Mobile BBF	\$54.94	\$93.74	\$4.07	\$50.92	\$51.00	3
Storage	Mobile FF/Uphol Top/A	\$131.98	\$50.53	\$55.48	\$79.33	\$79.00	3
Storage	Mobile BBF/Uphol Top/A	\$131.98	\$50.53	\$55.48	\$79.33	\$79.00	3
Storage	Mobile FF/Uphol Top/B	\$139.14	\$75.90	\$69.36	\$94.80	\$95.00	3
Storage	Mobile BBF/Uphol Top/A	\$139.14	\$75.90	\$69.36	\$94.80	\$95.00	3
Storage	Lateral/30"	\$55.54	\$75.25	\$213.52	\$114.77	\$115.00	3
Storage	Lateral/36"	\$108.59	\$86.64	\$263.29	\$152.84	\$153.00	3
Storage	Lateral 42"	\$146.91	\$138.89	\$313.07	\$199.62	\$200.00	3
Storage	Wardrobe	\$772.48	\$712.98	\$698.50	\$727.99	\$728.00	3
Storage	Overhead Shelf 24"	\$57.03	\$34.18	\$45.15	\$45.45	\$45.00	3
Storage	Overhead Shelf 60"	\$71.37	\$41.50	\$62.83	\$58.57	\$59.00	3
Storage	Overhead Storage24"/Overhead Return	\$210.24	\$84.93	\$113.97	\$136.38	\$136.00	3
Storage	Overhead Storage 60"/Overhead Return	\$375.04	\$144.27	\$178.16	\$232.49	\$232.00	3
Storage	Overhead Storage24"/Hydraulic	\$332.84	\$158.54	\$234.46	\$241.95	\$242.00	3
Storage	Overhead Storage 60"/Hydraulic	\$441.26	\$331.51	\$508.64	\$427.14	\$427.00	3
Lighting Model Cost	48" Florescent, Under Shelf/Bin	\$60.91	\$41.28	\$100.10	\$67.43	\$67.00	3
Lighting Model	48" Florescent, Under Shelf/Bin	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	3
Lighting	LED Mounted	\$57.34	\$23.22	\$88.37	\$56.31	\$56.00	3
Lighting	Desk Lamp/LED	\$133.18	\$49.02	\$10.87	\$64.36	\$64.00	3

Workstations (Continued)

Power	Power Data Center	\$261.28	\$66.65	\$95.11	\$141.01	\$141.00	3
Accessories	Marker Board	\$46.88	\$30.32	\$76.77	\$51.32	\$51.00	3
Accessories	Tackboard	\$64.58	\$30.32	\$82.79	\$59.23	\$59.00	3
Accessories	Tool Rail (60")	\$55.41	\$81.49	\$93.80	\$76.90	\$77.00	3
Accessories	Letter Tray (Hung)	\$6.46	\$13.33	\$10.22	\$10.00	\$10.00	3
Accessories	Paper Sorter	\$17.53	\$13.33	\$13.10	\$14.65	\$15.00	3
Accessories	Tool Cup	\$5.54	\$5.16	\$6.29	\$5.66	\$6.00	3

A=Entry Level Fabric

B=Mid-Level Fabric

C=Glass Panel or Topper

Clarification/Definitions

This section has been designed to include definitions and provide additional guidance and ordering assistance.

Fabric Selection Guidance

Government customers should specify fabrics from the lower price half of a manufacturer's range of grades. Fabric selections above the 50th percentile are considered premium options (to match existing, to meet senior/executive personnel requirements, for extreme use environments (i.e. 24/7 use or high traffic areas)).

Government customers should ensure an abrasion rating of fabrics procured appropriate for the environment of use.

- High Wear Upholstery: 50-100K double rubs (*recommended for regular office environment*)
- Extreme Wear Upholstery: 100K+ double rubs (*recommended for 24/7 utilization situations*)

Note: When bidding on a requirement, manufacturers are asked to provide information on the abrasion rating of the fabrics proposed and to identify the fabric grade proposed (plus the manufacturer's range of grades; e.g. grade C out of A-F).

Premium Options

Standard configurations include a base configuration for each attribute as well as various agreed upon options. In addition, standards include several higher priced options that were included to match existing, to meet senior/executive personnel requirements, for extreme use environments (i.e. 24/7 use, or high traffic areas). These additional options are considered premium options.

In some instances, prices will be displayed as a negative price deduct in the upcharge column. In those instances, the minus sign indicates the price should be subtracted from the average base price.

□ Executive Furniture

□ All research for Executive furniture defines "Technical Requirements" for Wood Executive Office, Conference Room/Casegoods Furniture and Single Item Accent and Specialty Pieces as Grade 3 is briefly described below under Chassis and Drawer Construction.

□ Intended Use: Furniture for executive use by Government Executives (or equivalent military rank) in the Executive, Judicial, Legislative Branches or Armed Forces of the Federal Government.

Bridges are used to connect a desk and credenza into a U shape. Returns are added to single pedestal desks and are not attached to the credenza to form a U shape.

□ Minimum construction requirements: Furniture shall comply with Grade 3 of construction/materials and shall be specified in one of the three DESIGN CATEGORIES explained under REQUIRED DESIGN CATEGORIES.

□ The Grade 3 system consists of specific requirements for chassis and for the drawers. GSA established the Grade 3 design category to define the purchasing decision based on industry standards and availability of the product to enhance competition.

Clarifications for Grade 3 construction are:

Chassis Construction

Base/chassis/frame may be materials such as exposed brass, chrome, stainless steel, marble/stone. Top/shelves may be materials such as wood, wood veneered panel, glass, marble/stone, solid surface material. Materials such as laminate, vinyl and printed surfaces are not acceptable in this chassis grade.

All pieces with a GSA Chassis Grade 3 shall have wood veneered or solid wood chassis and top (unless otherwise noted below). Design features such as leather, burl, veneer border, inlay, marquetry, stone, glass and metal accents are acceptable for all chassis grades. Leather, glass, marble/stone or solid surface tops are acceptable in lieu of wood tops in GSA Chassis Grade 3.

Exposed wood parts/panels other than base rails: mixed wood species permitted for panels and parts. Wood grained composite trim molding permitted.

Exposed wood base rails: alternative wood species permitted.

Exposed interior material (e.g. kneespaces, bookcase interiors, interiors behind doors): applied material with an appearance that matches the color and grain of exposed panels on rest of case is permitted.

Exposed wood edgeband thickness: less than 3 mm.

Drawer Construction

Drawer Fronts: veneered panel with foil edgeband or edges finished to match face.

Drawer Sides and Backs: hardwood plywood with composite core and banded top edges, or solid lauau lumber.

Drawer Bottoms: suitable core with wood grained decorative overlay

Required Design Categories (One Selection of the Design Category is required):

Traditional. Encompasses styles such as Queen Anne, Georgian (such as Chippendale, Hepplewhite, Sheraton and Adam) and Neo-Classical.

Transitional. Contemporary design with the influence of period styling without being heavy or bulky in appearance.

Contemporary. Light, clean, simple geometric shapes, functional style that depends on good finish and design rather than ornamental decoration.

Executive Office Clarification

The research conducted for the Executive Office did not include metal office desk or storage solutions. The metal office is typically found in high traffic environments for added durability which does not meet the minimum construction requirements for the Executive Office.

Other Standard Performance Criteria

Performance Testing: Performance testing adds value and determines durability of products. Durability testing evaluates how well a product holds up when put to the test beyond its expected or designated function.

Sustainability: Furniture products that are designed to use fewer materials and consume less energy in the manufacturing process, that are built to endure, and that can be easily re-used or recycled.

ANSI/BIFMA e3 FURNITURE SUSTAINABILITY STANDARD: The Business and Institutional Furniture Manufacturers Association (BIFMA) develops and publishes standards for office furniture products. BIFMA incorporates comfort, safety, sustainability and durability standards.

The ANSI/BIFMA e3 is a voluntary standard which provides measurable market-based definitions of progressively more sustainable furniture by establishing performance criteria that address environmental and social aspects throughout the supply chain. It addresses product-based characteristics in the general areas of materials, energy usage, human and ecosystem health, and social responsibility impacts. The standard was designed to allow for multiple levels of achievement and to provide an open alternative to proprietary protocols.

INDOOR AIR QUALITY – GREENGUARD CERTIFICATION or EQUIVALENT: The ANSI/BIFMA M7.1 Standard Test Method for Determining Volatile Organic Compounds (VOC) Emissions and the ANSI/BIFMA X7.1 Standard Formaldehyde and TVOC Emissions are voluntary standards that establish performance criteria and testing for Offgassing (also known as outgassing) and refers to the release of chemicals from various substances under normal conditions of temperature and pressure and takes a variety of forms. Offgassing is potentially harmful and is a concern for some people. Indoor Air Quality testing can determine acceptable levels of offgassing that pose no harm and reduce risk of health concerns.

Workstations and Benching Style Furniture Products

Professional design assistance is highly recommended for workstations and benching style workstations. The research conducted lists, but is not limited to, numerous components that can comprise a workstation. Designers and architects can help choose components based on job function and the maximum utilization of space and the space plan. Manufacturer product specialists specify the necessary hardware to ensure stability and proper structural integrity.

Underwriters Laboratories (UL)

Underwriters Laboratories, Inc. (UL) develops safety related standards for a wide variety of products. UL Standards related to furniture primarily concern electrical components that are incorporated in furniture products, however they are also involved with and study the latest fire safety, indoor air quality, workplace health and safety, sustainable energy and transaction security. GSA references UL standards for systems furniture and benching furniture products which include electrical harnesses for distributing electrical power in workstations.

UL Standards cover more products and includes testing of systems and services. UL develops a large variety of standards to measure and validate performance, environmental, health and sustainability. There are other UL Safety and Performance Standards and Guidelines that are not part of the single and multiple award contracts.

Warranty

Manufacturer's commercial warranties vary product by product. This guide identifies minimum warranty provisions that the government buyer should consider or include in their technical requirements.

Sample Procurement Documents

This section provides samples of standardized procurement documents to further streamline the acquisition process. NOTE: These documents have been designed to be used when ordering under GSA's Multiple Award Schedule 71 – Furniture.

Request for Quote

The following is a sample RFQ Template.

REQUEST FOR QUOTE
[Agency/Organization]
[List Product Type or Project Here]
[RFQ/Amendment #]
[Date]

Overview of Requirement:

[Provide information on the overall requirement in terms of product type(s) and building type(s) and on the type of award your agency/organization is seeking to make in terms of type of contract and geographic scope]

Suggestive Language:

Example: The General Services Administration (GSA), Federal Acquisition Services (FAS) is seeking a solution to provide systems furniture, private offices, task seating and related services for the XYZ Agency. The Government will be issuing a: (suggested options)

- *Multiple Blanket Purchase Agreements*
- *Single Award Firm-Fixed Price Blanket Purchase Agreement*
- *Firm fixed price delivery order*

Against GSA Schedule 71 for XYZ Agency in Washington DC

Required Language:

This is a Request for Quote (RFQ) using GSA Schedules under FAR Subpart 8.4 (Federal Supply Schedules). All quote submissions in response to this RFQ are considered quotes and not proposals or offers, even, if labeled as such. The quotees agree to and are bound by all instructions, procedures and rules of this RFQ.

Since contractor submissions are simply quotes under the GSA Schedule program, the Government is not obligated to determine a competitive range, conduct discussions with all quotees, solicit final revised quotes, and use other techniques associated with FAR part 15. The contracting techniques associated with FAR Part 15 do not apply.

There are X Attachments to this RFQ:

[List all attachments to the RFQ; attachments listed are for illustrative purposes only, please update with your own list of attachments]

Minimum Suggested Attachments:

1. Attachment A – Statement of Work
2. Attachment C – Building Specific Information / Site Specific Information
3. Attachment D – Floor Plans
4. Attachment E – Pricing Form

Pre Quote Conference Call

The Government intends to conduct a pre-quote conference call On XX/XX/XXXX at 10:00 AM EST to allow quoters the opportunity to hear the Government's approach to this RFQ. Participation is not required but highly encouraged.

Include call information for conference call.

RFQ Submission Instructions:

[Provide specific instructions on how RFQ quotes need to be submitted. If submissions are required via a specific system, include any system specific requirements to industry vendors]

Suggestive Language:

Quotes in response to the RFQ **MUST** be submitted through XYZ System (www.xyz.gov) under RFQ # 12345. Contractors who respond to this RFQ acknowledge and agree to all the instructions and procedures described herein.]

Required Language:

Quote Due Date/Time: All quotes are due by [Data and Time here].

Note: The Government will begin immediate review and evaluation of the submissions following the RFQ closing date and time. Therefore, submissions or information requests about this RFQ received after the closing date and time, are considered late, and will not be accepted.

Questions: All questions regarding this requirement shall be submitted via email no later than 5:00PM Eastern Time on August X, 20XX to the following Contract Specialists:

Basis for Award

The Government's intent is to evaluate the submitted quotes against the criteria set forth below and then make award on

Suggestive Options:

- Lowest Price Technically Acceptable (LPTA)
- Best Value basis considering price and other factors (tradeoffs)

Required Language:

NOTE: The Government anticipates selecting an awardee based upon initial quotes received; therefore, quoters are cautioned to submit their best price and technical quotes in the initial submission.

Evaluation Criteria and Quote Submittal Instructions

Required Language:

The quote submission shall include two separate volumes:
Volume I-Technical Quote and Volume II-Price Quote.

Quotes will be evaluated on the factors listed below. Failure to follow the instructions may result in the quote being removed from further consideration for award.

Quoters are cautioned not to include assumptions, caveats, or exceptions within any part of their submission. Inclusion of assumptions, caveats, or exceptions to the requirement of any kind may result in the quote no longer being considered. Quoters should **ONLY** submit information explicitly requested in this RFQ.

NOTE: Quotes will first be reviewed to ascertain whether they have been submitted in accordance with the instructions for Volume I-Technical Quote and Volume II-Price Quote before being evaluated against the criteria identified below.

VOLUME I-TECHNICAL QUOTE

The Technical Factors below are listed in descending order of importance. The Technical Factors when combined are approximately equal to price. However, price is always evaluated and price rises in importance when technical merit among the quotes becomes more equal.

Suggested Technical Evaluation Criteria for Best Value:

1. *Technical Compliance (Go/No Go Criteria)*
2. *Management Plan * If Required**
3. *Delivery * If Required**
4. *Past Performance *For orders over simplified acquisition threshold**

Suggestive Language

The Technical Quote shall be a written submission limited to a total of X single-spaced pages, one-sided, letter size pages (excludes drawings). Anything over X pages will not be considered. Number the pages consecutively and use an 11 point font size in an easily readable font, such as Times new Roman. The X page limit shall be broken down as follows:

1. *Technical Compliance- Go/No Go Criteria (Drawings/ Bill of Materials/ Not included in page limitation)*
2. *Management Plan-1 Page*
3. *Delivery-1 Page*
4. *Past Performance-1 Page*

[It is strongly recommended to include a page limit. Bill of Materials and Drawings are required for typicals, for systems furniture, private offices, and conference rooms.]

FACTOR 1: TECHNICAL COMPLIANCE

Suggestive Language

(Go/No Go Criteria)

The quoter shall demonstrate that the product line(s) quoted can meet the requirements identified in the Standard Typicals [list reference to attachment here] and Typicals [list reference to attachment here]. This is a go/no go requirement. If the bill of materials and drawings are not submitted with the written quote, it is a “no go” and the quote shall not be considered for further evaluation. The quoter shall submit drawings in a Plan View, Isometric View (3D) and Elevation View for each typical in PDF and CAD Format. Quoter shall submit a bill of materials broken down by typical.

This RFQ is for GSA Scheduled contract products and services only. All products and services quoted in response to this RFQ must be on GSA Schedule contract by the due date for submission of quotes. All products and services must be quoted in order to be considered a complete quote.

THIS BILL OF MATERIALS SHALL NOT CONTAIN ANY PRICING INFORMATION.

[Add any testing requirements if necessary. Contractors go through certain testing requirements to obtain a GSA Schedule contract. Requesting contractors to re-submit the testing adds costs for the vendors]

FACTOR 2: MANAGEMENT PLAN *If Required*

Some suggestions on how to structure Management Plan Evaluation Criteria

The Management Plan shall address all of the following elements in order to be considered for further evaluation. Failure to address any of the elements below may result in removing the quote from further consideration for a BPA. The Management Plan shall include a narrative description of the following:

- Describe how the contractor or contractor team will manage a project of this scope and complexity.*
- Describe the contractor's approach for coordinating phased, multi-floor installations and concurrent multi-building installations.*
- Describe how the contractor or the team will provide a single, accountable point of contact for the resultant BPA/Order. The narrative shall describe how the contractor will ensure product ordering, communications, scheduling and invoicing flows through a single contractor or team member.*
- Describe corporate procedures for addressing poor performing dealers and installers, while maintaining seamless performance to the customer.*
- Identify risk(s) associated with a BPA/Order of this magnitude and the means the contractor will take to mitigate those risks. (The Quality Control Plan will be included into the BPA Ordering Guidelines).*

The Management Plan will be evaluated on the degree to which the information provided demonstrates a thorough understanding of the requirements and a management approach to successfully provide products throughout the life of the BPA with minimal risk to the Government.

FACTOR 3: DELIVERY *If Required*

[Try to achieve an understating of the vendor's ability to deliver the required products in time. The Narrative needs to show how the vendor will meet the Government's delivery timeframe. It is suggested to require vendors demonstrate capability of meeting delivery by providing a timeline / schedule that shows when product will begin production and ultimately arrive at the Government facility]

FACTOR 4: PAST PERFORMANCE *For order over simplified acquisition threshold*

Suggestive Language 1 for Past Performance Evaluation Criteria

The quoter shall provide one (x) example/s of past performance that is similar to the size and technical scope of this requirement.

The past performance shall have been performed within the past 3 years and may have been performed under a federal, state, local Government contract or a private commercial contract.

The example shall be a maximum of one page.

Suggestive Language 2 for Past Performance Evaluation Criteria

Information provided in response to this factor will assist the Government in determining the degree of risk associated with award of this project to the Team in question based upon experience and successful past performance on other relevant projects.

*The Team lead shall describe two (2) separate examples it has performed that demonstrate their corporate or federal experience on managing projects of similar or greater **size, and complexity** to this requirement. For this requirement:*

Size is defined as managing a contract providing furniture for x (x) sites or more, which combined within a one year period, accommodated x users or more, CONUS and OCONUS.

Complexity is defined as simultaneously managing and outfitting a total workplace office solution.

- *Each example shall have been performed within the past x years.*

Required Language

So that the Government may efficiently evaluate and verify the past performance information the quoter should include the following information for each example:

- Name and Address of Organization and Contract Number
- Period of Performance
- Points of Contact with correct phone numbers, titles, and e-mail addresses to allow the Government to verify information submitted. Provide at least 1 verifiable contracting or technical point of contact. If possible, provide both contracting and technical points of contact. The Quoter shall ensure that information presented for points of contact is accurate and current (i.e. current phone numbers, email addresses).

The Government will evaluate the relevance, quality, timeliness, and customer satisfaction for the Quoter's past performance example. In evaluating the past performance example, the Government reserves the right to use data obtained from other sources as well as that provided in the quote.

Note: Quoters are cautioned that it is exclusively the Quoter's responsibility to ensure that information provided is accurate and complete for all points of contact listed. Further, Quoters are responsible for ensuring references will willingly participate in the Government's attempts to verify information provided in the quote. The Government is not responsible for the inability to contact a Quoter's references due to inaccurate contact information or uncooperative references. Past performance information from the contractor's references which cannot be readily confirmed may receive a lower rating for this factor.

VOLUME II – PRICE QUOTE

Quoters shall submit a Firm-Fixed Price Quote, utilizing the Pricing Form contained in [Attachment B], for all work described in the RFQ package to include the SOW.

Suggestive Language

The pricing form shall be in MS Excel Format. Missing or incomplete pricing data in the Pricing Form may result in the quote no longer being considered, or downgraded.

The quoted discounts will apply for the entire period of performance to include all locations.

NOTE: This requirement is for the FSSI standard configuration items ONLY. All products quoted must be on the contractor's MAS contract at the time for receipt of quotations. The Government seeks additional discounts off contractor's current GSA Schedule pricing.

The quoter shall submit the following items for all products quoted. In addition to these items, quoters are required to furnish a Bill of Materials (BOM) and a typical drawing for [recommended for workstations, private office configurations, conference rooms.]

- *Catalog Name*
- *Catalog Page Number*
- *Manufacturer Name*
- *Part #*
- *Quantity*
- *Brief Description*
- *Fabric Grade (list as grade out of total range of fabric grades offered) and Abrasion Test results in # of double rubs (for fabrics only)*
- *List Price*
- *Discount Percentage*
- *Extended Price*

Required Language

NOTE: The Government will verify the information from the Bill of Materials against the pricing form contained in Attachment B.

The price quote should include a current electronic copy / web link of the GSA Price Catalog for all products being quoted. The prices quoted must be at or below the current GSA Schedule contract pricing. The Quoter

is responsible for making sure all GSA Schedule pricing is current. Single pages of price catalogs will not be accepted.

Suggestive Language

Contractor Teaming Arrangements (CTA) are permitted. If the quoter intends to team, a CTA is required by the closing date and time of the RFQ. However, a fully executed CTA will be formalized at time of award.

<http://www.gsa.gov/portal/content/202253>

Building Particulars Document

Building Restrictions: [provide information on building restrictions here]

Example: All items entering the building must be X-rayed and examined by building security prior to entry in to the building. Any contractor employees that will be working in the building more than one day must have a background check prior to being admitted to the Federal Building. The contractor should submit a listing of names of any associates that will be involved in the delivery or installation of furniture.

Floors Affected: [list floors where furniture will be delivered to/installed]

Example: 15th Floor

Loading Dock: [provide information on loading dock clearance/size, availability, reservation process, location, access, off-street parking]

Example: Clearance – 13'6"H. Availability – The loading dock and freight elevator cannot be reserved in advanced during normal business hours (6am to 5 pm Monday – Friday). Access to the dock and freight elevator is on a first come-first serve basis during normal working hours. The loading dock has 2 bays and are deep enough for a standard tractor trailer

Freight Elevator: [provide information on, required size/dimensions, weight restrictions, location, availability, and reservation process for freight elevators or regular elevators in the building]

Example: Door dimensions 5'W x 7'H: Inside dimensions – 8' x 8' x 10'

Advance notice required for use – First- Come – First Serve

Storage and Staging Area Availability: [provide information regarding any storage and staging area that may be available to the contractor including floor protection, location, size, reservation process, and noise or other restrictions]

Building POC: [list building POC and contact information here; also list alternate POC; consider listing normal business/available hours for building POC]

Project Manager: [list project manager name and contact information]

Hour/Days Install and Deliveries Can Be Performed: [provide information on hours/days during which contractor can deliver product and perform the installation]

Installation Schedule: [if applicable break out installation task into phased installation schedule]

Past Performance Evaluation Sheet

The following is a past performance evaluation sheet that can be used to evaluate and rate contract past performance.

PAST PERFORMANCE CHECK FORM

Contractor Name:

Ratings

Summarize contractor performance and check the number which corresponds to the rating for each rating category (See attached Rating Guidelines).

Quality of Product or Service

<input type="checkbox"/> _0=Unsatisfactory	<input type="checkbox"/> _1=Poor	<input type="checkbox"/> _2=Fair	<input type="checkbox"/> _3=Good	<input type="checkbox"/> _4=Excellent	<input type="checkbox"/> _5=Outstanding
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Comments for Quality of Product or Service:

Timeliness of Performance

Government Comments for Timeliness of Performance:

Responsiveness

<input type="checkbox"/> _0=Unsatisfactory	<input type="checkbox"/> _1=Poor	<input type="checkbox"/> _2=Fair	<input type="checkbox"/> _3=Good	<input type="checkbox"/> _4=Excellent	<input type="checkbox"/> _5=Outstanding
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Government Comments for Business Relations:

<input type="checkbox"/> _0=Unsatisfactory	<input type="checkbox"/> _1=Poor	<input type="checkbox"/> _2=Fair	<input type="checkbox"/> _3=Good	<input type="checkbox"/> _4=Excellent	<input type="checkbox"/> _5=Outstanding
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Cost Control

<input type="checkbox"/> _0=Unsatisfactory	<input type="checkbox"/> _1=Poor	<input type="checkbox"/> _2=Fair	<input type="checkbox"/> _3=Good	<input type="checkbox"/> _4=Excellent	<input type="checkbox"/> _5=Outstanding
--	----------------------------------	----------------------------------	----------------------------------	---------------------------------------	---

Government Comments for Cost Control:

Rating Guidelines

Quality of Product or Service

0 = Unsatisfactory 1 = Poor 2 = Fair 3 = Good 4 = Excellent 5 = Outstanding

Unsatisfactory	Non-conformances are jeopardizing the achievement of contract requirements, despite use of Agency resources. Recovery is not likely. If performance cannot be substantially corrected, it constitutes a significant impediment in consideration for future awards containing similar requirements.
Poor	Overall compliance requires significant Agency resources to ensure achievement of contract requirements.
Fair	Overall compliance requires minor Agency resources to ensure achievement of contract requirements.
Good	There are no, or very minimal, quality problems, and the Contractor has met the contract requirements.
Excellent	There are no quality issues, and the Contractor has substantially exceeded the contract performance requirements without commensurate additional costs to the Government.
Outstanding	The contractor has demonstrated an outstanding performance level that was significantly in excess of anticipated achievements and is commendable as an example for others, so that it justifies adding a point to the score. It is expected that this rating will be used in those rare circumstances where contractor performance clearly exceeds the performance levels described as "Excellent".

Timeliness of Performance

0 = Unsatisfactory 1 = Poor 2 = Fair 3 = Good 4 = Excellent 5 = Outstanding

Unsatisfactory	Delays are jeopardizing the achievement of contract requirements, despite use of Agency resources. Recovery is not likely. If performance cannot be substantially corrected, it constitutes a significant impediment in consideration for future awards.
Poor	Delays require significant Agency resources to ensure achievement of contract requirements.
Fair	Delays require minor Agency resources to ensure achievement of contract requirements.
Good	There are no, or minimal, delays that impact achievement of contract requirements.
Excellent	There are no delays and the contractor has exceeded the agreed upon time schedule.
Outstanding	The contractor has demonstrated an outstanding performance level that justifies adding a point to the score. It is expected that this rating will be used in those rare circumstances where contractor performance clearly exceeds the performance levels described as "Excellent".

Responsiveness

0 = Unsatisfactory 1 = Poor 2 = Fair 3 = Good 4 = Excellent 5 = Outstanding

Unsatisfactory	Response to inquiries and/or technical, service, administrative issues is not effective. If not substantially mitigated or corrected it should constitute a significant impediment in considerations for future awards.
Poor	Response to inquiries and/or technical, service, administrative issues is marginally effective.
Fair	Response to inquiries and/or technical, service, administrative issues is somewhat effective.
Good	Response to inquiries and/or technical, service, administrative issues is consistently effective.
Excellent	Response to inquiries and/or technical, service, administrative issues exceeds Government expectation.
Outstanding	The contractor has demonstrated an outstanding performance level that justifies adding a point to the score. It is expected that this rating will be used in those rare circumstances where contractor performance clearly exceeds the performance levels described as "Excellent".

Cost Control

0 = Unsatisfactory 1 = Poor 2 = Fair 3 = Good 4 = Excellent 5 = Outstanding

Unsatisfactory	Ability to manage cost issues is jeopardizing performance of contract requirements, despite use of Agency resources. Recovery is not likely. If performance cannot be substantially corrected, this level of ability to manage cost issues constitutes a significant impediment in consideration for future awards.
Poor	Ability to manage cost issues requires significant Agency resources to ensure achievement of contract requirements.
Fair	Ability to control cost issues requires minor Agency resources to ensure achievement of contract requirements.
Good	There are no, or very minimal, cost management issues and the Contractor has met the contract requirements.
Excellent	There are no cost management issues and the Contractor has exceeded the contract requirements, achieving cost savings to the Government.
Outstanding	The contractor has demonstrated an outstanding performance level that justifies adding a point to the score. It is expected that this rating will be used in those rare circumstances where the contractor achieved cost savings and performance clearly exceeds the performance levels described as "Excellent".

Pricing Template

The following is a pricing template that can be used to standardize vendor price quote submissions, thus allowing for a streamlined evaluation approach.

ATTACHMENT B

PRICING FORM

Quoter shall quote the maximum height and width of all ancillary/storage items, that meets the requirements of the Statement of Work contained within each typical.

SYSTEMS FURNITURE:								
ITEM CODE	DESCRIPTION	QUANTITY	MANUFACTURER	PRODUCT LINE SPECIFIED	UNIT LIST PRICE	GSA CONTRACT DISCOUNT %	ADDITIONAL PROJECT DISCOUNT %	EXTENDED PRICE W/ DELIVERY

**Contractors whose GSA Schedule contracts are FOB Origin shall include shipping charges to Washington, DC for each typical

The Quoter shall quote the maximum height and width for each ancillary/storage item as well as all tables that meet the requirements of the Statement of Work.

SYSTEMS FURNITURE:								
ITEM CODE	DESCRIPTION	QUANTITY	MANUFACTURER	PRODUCT LINE SPECIFIED	UNIT LIST PRICE	GSA CONTRACT DISCOUNT %	ADDITIONAL PROJECT DISCOUNT %	EXTENDED PRICE W/ DELIVERY

ANCILLARY ITEMS

ACCESSORIES:								
ITEM CODE	DESCRIPTION	QUANTITY	MANUFACTURER	PRODUCT LINE SPECIFIED	UNIT LIST PRICE	GSA CONTRACT DISCOUNT %	ADDITIONAL PROJECT DISCOUNT %	EXTENDED PRICE W/ DELIVERY

**If contract terms are FOB Origin, vendors must provide a quote for shipping

STORAGE: *If Required			
	DESCRIPTION/STORAGE TERMS	MANUFACTURER	STORAGE PRICE

DESIGN:				
TIME	LABOR CATEGORIES	GSA CONTRACT RATE(S) PER HOUR	PROJECT DISCOUNT % (IF APPLICABLE)	TOTAL
Normal Business Hours				

PROJECT MANAGEMENT:				
TIME	LABOR CATEGORIES	GSA CONTRACT RATE(S) PER HOUR	PROJECT DISCOUNT % (IF APPLICABLE)	TOTAL
Normal Business Hours				

INSTALLATION:				
TIME	LABOR CATEGORIES	GSA CONTRACT RATE(S) PER HOUR	PROJECT DISCOUNT % (IF APPLICABLE)	TOTAL
Normal Business Hours				

Quoter shall use installation hourly rates for Washington, DC for the development of the price quote.

NOTE: CONTRACTOR SHALL SHOW FORMULAS FOR ALL CALCULATIONS